

# Coquille School District 8

Code: **II/IIA-AR**  
Adopted: 6/13/88  
Revised/Readopted: 6/23/97, 4/14/2008  
Orig. Code(s): None

## **Procedures for Reviewing and Handling of Challenged Materials**

Differences of opinion may develop regarding instructional and/or library materials selected for use in the district, and they should be handled in an impartial and factual manner. The following procedures are to be observed for any complaint referring to instructional and/or library materials:

1. Complaints to staff members are to be reported to the building principal involved, whether they come by telephone, letter or by personal interview;
2. The complainant shall be supplied with a standard printed form which must be filled out before consideration is given;
3. Materials subject to the complaint need not be removed from use pending committee study and final action of the Board;
4. The superintendent shall arrange for a review committee of seven consisting of an administrator, two representative classroom teachers, a library media specialist, a Board member and two lay persons:
  - a. The two lay persons shall be appointed by the Board chairman;
  - b. The committee will meet within 15 working days and return a written report of its findings to the superintendent within 15 working days of its appointment;
  - c. The committee may recommend that the questioned material be:
    - (1) Retained without restriction;
    - (2) Retained with restriction;
    - (3) Not retained.
5. The superintendent shall report the recommendation of the review committee to the Board, whose decision shall be final.

COQUILLE SCHOOL DISTRICT 8  
REQUEST FOR RECONSIDERATION OF MATERIALS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Fill in information as appropriate:

Printed material \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Audio-visual material \_\_\_\_\_

Title \_\_\_\_\_

Type of material \_\_\_\_\_

You represent (check one):

\_\_\_\_\_ Yourself \_\_\_\_\_

\_\_\_\_\_ Organization (name) \_\_\_\_\_

\_\_\_\_\_ Other group \_\_\_\_\_

1. What do you find objectionable? (Please be specific, cite pages, etc.)
2. What do you believe might be the result of using this material?
3. For what age group would you recommend this material?
4. Is there anything good about this material?
5. Did you review the material in its entirety?
6. If not, what part did you review?
7. Would you be interested in the judgment of this material by professional critics?
8. What would you like the school to do about this material?

\_\_\_\_\_ Do not use it with my student.

\_\_\_\_\_ Withdraw it from use.

\_\_\_\_\_ Send it back for reevaluation.

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date