

Christ the King School Policy for a Request to Reconsider or Challenge Educational Materials

- When there is a concern or complaint about a library or educational resource, the complainant will be asked to complete the *Request for Reconsideration of a Library/Educational Resource*. This form will be located in the library and will be made available by the librarian.
- The librarian will make a copy of the completed form and send it to the principal.
- The item may either be pulled from the library shelves or the classroom or may have restricted use determined by the principal, until a decision is made about the value of the resource.
- The principal will present the concern to the Materials Evaluation Committee who will convene to evaluate the item in question. The committee will include the following (6) members:
 - the library media specialist--chairperson
 - one school board member
 - one faculty member from the grade level of the material in question
 - one faculty member from a from different grade level
 - one lay person from the school, parish or educational community
 - one Diocesan representative from another school
- The committee will evaluate the entire work carefully to determine whether or not it should be removed from the school. The Committee will then make a recommendation to the principal based on the following criteria:
 - whether or not the item is compatible with the mission and goals of Christ the King School as an institution which educates the whole person
 - the benefits of the item versus the drawbacks or concerns
 - the value of the item as a whole, based on curriculum objectives and the appropriateness of the material
- The principal will then, after due consideration of the recommendation of the Committee, determine whether to adopt the recommendation, reject the recommendation or reconvene the Committee for further review. When the recommendation is adopted or rejected, the principal shall inform the complainant of the principal's decision to restrict or reconsider the material based upon the Committee's recommendation. The complainant will have thirty days to appeal the decision to the pastor of Christ the King parish, who will make the final decision.

Request for Reconsideration of Educational Resources

Name of person requesting reconsideration _____

Name of child and/or grade who checked out book or used resource:

Title _____

Author _____

Did you read the entire book or examine the entire resource? _____

If not, what pages did you read or parts did you examine?

Did you find any value in this book or resource?

What did you find objectionable in this book or resource? (Please be specific.)

Signature

Date