

DISTRICT & SCHOOL RESPONSE TO... STAKEHOLDER OBJECTION TO LIBRARY MATERIALS

District

Initial Process

- Requests from parents or outside entities will be redirected to the site-based principal where the material(s) are housed to work collaboratively with the principal for a resolution.
- Requests from representatives of large groups will be redirected to the appropriate district staff.
- The review process can take 15 days or more contingent upon the volume of the request.
- Applicable fees will be assessed.

Note: Proceed to Phase 1.
The larger the volume of books to be read, the longer the process is going to take.

Phase 1 - School

Fielding Initial Concern

- Initial concern made by complainant.
- Go to BCPS Central and begin documenting the process.
- Hold informal conference with complainant.
(Participants: Principal or Administrative Designee, Media Specialist or Instructional Designee, and Complainant)

Note: If no resolution, proceed to Phase 2.

Phase 2 - School

Submit Formal Request for Reconsideration

- Complainant submits a written Request for Reconsideration of Instructional or Library Materials within 3 school days of receipt of form from the school's principal.
- Principal sends letter acknowledging receipt of request for consideration within 48 hours.
- Inform Innovative Learning (IL): Library Media (LM) staff will provide critical reviews to school administrator via BCPS Central.
 - Elementary – Celia Taylor
 - Middle/High – Janice Brim
 - Centers – Michele Rivera

Note: Pull the book in preparation for review in Phase 3.

Phase 3 - School

School Review Process Request for Reconsideration

- Acquire adequate copies of challenged materials and review within 15 school-working days of principal's acknowledgment letter sent to complainant.
- Apply selection criteria.
- Prepare and upload report with the committee's recommendation to BCPS Central.
- Inform Regional/ Associate Superintendent.
- Advise complainant of decision in writing – upload copy to BCPS Central. *(Note: members of the committee should be held confidential.)*
- Retain or remove materials based on recommendation by school committee.

Note: If complainant is dissatisfied, proceed to Phase 4.

Phase 4 - District

District Review Process Request for Reconsideration

- District committee will follow steps outlined in Phase 3.
- Notification sent to Regional/Associate Superintendent via email from BCPS Central.
- Director of Innovative Learning will advise school principal & complainant of district committee decision.
- Retain or withdraw challenged material as mandated by district decision committee.

Note: District Decision may override prior school-based conclusion.

Note:

If complainant is dissatisfied with district committee's decision, complainant may request inclusion on the School Board agenda.

Note: It is the responsibility of the assigned school designee to update each phase of the challenge process in **BCPS Central**.