

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DEPARTMENT OF INNOVATIVE LEARNING AND ARTS

**GUIDELINES FOR CHALLENGED INSTRUCTIONAL AND
LIBRARY MATERIALS**

Inquiries regarding the appropriateness of particular library and supplemental instructional materials are a normal part of the process of providing a wide variety of resources for student use. Such inquiries should be handled confidently, diplomatically, and expeditiously. If a complaint is received, the following guidelines should be implemented:

1. Hold an informal conference to advise the complainant of the selection procedures. Do not enter into an extended discussion or try to defend the merits of the material. Make no commitment. The principal or his designated representative should participate in this discussion, if possible.
2. If the complainant is dissatisfied and wishes to pursue the matter, request that the complainant submit a written "Request for Reconsideration of Instructional or Library Materials."
3. Immediately inform the Director of the Instructional Materials Department whose staff will check general acceptance of the material by reading critical reviews and consulting recommended lists. The results of this research will be forwarded to the school administrator.
4. Keep the challenged material on the shelf/available during the reconsideration process.
5. Upon receipt of the completed "Request for Reconsideration of Instructional or Library or Materials" form, if the challenged item is **Instructional Material used for classroom instruction**, convene a School Committee consisting of a school administrator, grade level/department chair, classroom teacher and a parent representative to take the following steps.
 - a. Acquire adequate copies of the challenged item, so that all members of the committee can read, view, or listen to the material in its entirety within 15 working days.
 - b. Determine the extent to which the material fits the instructional materials selection policy and supports the curriculum.
 - c. Judge the material for its strength and value as a whole and not in part.
 - d. Prepare a written report and recommendation, including the names and roles of the committee's participants.
 - e. Present the written report and recommendation of the committee to the principal and to the Director of the Instructional Materials Department.

Upon receipt of the completed "Request for Reconsideration of Instructional or Library Materials" form, if the item is **library material**, convene the School Media Advisory Committee, chaired by the school media specialist and comprised of a school administrator,

grade level/department chair, classroom teacher and a parent representative to take the following steps:

- a. Using interlibrary loan, acquire adequate copies of the challenged item so that all members of the committee can read, view, or listen to the material in its entirety within 15 working days.
 - b. Determine the extent to which the material fits the selection policy and supports the curriculum.
 - c. Judge the material for its strength and value as a whole and not in part.
 - d. Prepare a written report and recommendation, including the names and roles of the committee's participants.
 - e. Present the written report and recommendation of the committee to the principal and the Director of the Instructional Materials Department and Curriculum Supervisor for Library Media programs.
6. The principal should inform the complainant of the committee's decision. (Do not include committee member names in the correspondence.)
7. The principal should also inform the appropriate administrator in the Office of School Performance and Accountability.
8. Retain or withdraw the challenged material as recommended by the School Committee.
9. If the complainant continues to be dissatisfied, forward a copy of the complete file (Including the School Committee's recommendation) to the Director of the Instructional Materials Department, who will convene a District Committee. The District Committee will follow the steps outlined in #5.
10. A copy of the written report and recommendation from the District will be forwarded to the appropriate district level administrators. The Director of Instructional Materials will inform the school principal and complainant of the district committee decision.
11. Retain or withdraw the challenged material as mandated by the decision of the district committee.
12. If the complainant is dissatisfied with the decisions rendered by both committees, the Complainant may request inclusion on the School Board agenda.