

Process to review material selection

Despite the care taken to select appropriate materials for student and teacher use, there may be occasional objections to a selection. Each school shall appoint a media review committee which will follow the procedures for reviewing challenged materials while supporting the professional responsibility of the staff. This media review committee shall be composed of faculty members selected by the principal, a representative group of parents, the school principal, and the media specialist, who shall serve as chairperson.

Rule

The following procedures shall be employed for all challenged student and teacher materials.

The principal shall:

1. Request the complainant to file his/her objections in writing, and offer the prepared questionnaire so that the complaint is formally submitted to a media review committee.
2. Temporarily withdraw the materials in question pending the decision of the media review committee.
3. Inform the Diocesan Office of Catholic Schools and Centers of the complaint and temporary withdrawal of the material.

The media review committee shall meet within two weeks of a filed complaint in order to:

1. Read and examine the materials referred to it.
2. Check the general acceptance of the materials by reading the reviews.
3. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
4. Meet to discuss the material and to prepare a report on it.
5. File copies of the report in the office of the principal and the Diocesan Office of Catholic Schools and Centers.
6. Provide a copy of the report to the complainant parent.

The complainant parent shall have the right to be present and heard during the deliberations of the committee. The complainant may appeal the decision of the media review committee to the Diocesan Office of Catholic Schools and Centers.

REQUEST FOR RECONSIDERATION OF REVIEWED MATERIAL

Recommended by the National Council of Teachers of English for Challenged Materials

Author: _____ Type of Work: _____

Title: _____

Publisher (if known) _____

Request Initiated by: _____ Telephone: _____

Address: _____

Complainant represents: _____ Himself

_____ Organization (name): _____

_____ Other Group (Identify): _____

To what in the work do you object? Please be specific; cite pages.

What of value is there in this work?

What do you feel might be the result of reading this work?

For what age group would you recommend this work?

Did you read the entire work? _____ What pages or sections? _____

Are you aware of the judgment of this work by critics?

Are you aware of the teacher's purpose in using this work?

What do you believe is the theme or purpose of this work?

What would you prefer the school do about this work?

_____ Do not assign or recommend it to my child.

_____ Withdraw it from all students.

_____ Send it back to the appropriate department for reevaluation.

In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or a set of values?

(Signature of Complainant)