

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Instruction

6161.12

Challenges to the Use of Educational Resources

The Enfield Board of Education recognizes the right of a parent to request that certain educational resources be withheld from his/her child provided written request is made to the appropriate building principal. The parent's request shall be considered without prejudice to the child.

No parent nor group of parents has the right to negate the use of educational resources for students other than his/her own child.

I. Procedure To Be Followed

Challenges to the use of educational resources in the classroom or library will be considered using the following procedure:

- A. The complainant will first confer with the school Principal.
- B. If the complainant requests that the resource be removed from all students the complainant will receive a copy of this policy by hand delivery, express mail or certified mail. Complainant will submit to the Principal a "Request for Reconsideration of Education Resources" within two weeks of receiving the policy. Failure to meet this timeline will result in forfeiture of the complainant's right to submit this challenge during the current academic year. The Principal of the school will notify the Superintendent of the complaint.
- C. The Superintendent of Schools will authorize the Assistant Superintendent of Schools to form an ad hoc committee to review the resources in question.

II. Formation of Ad Hoc Committee

A. Secondary

- 1. A random selection pool composed of five volunteer staff members from each secondary school will be established by October 1st of each year. In the absence of volunteers, the Principal will appoint members.
- 2. A committee of nine will be comprised of:
 - (6) teachers, two from each secondary school
 - (2) secondary library media specialists
 - (1) secondary school principal from a school not involved in the controversy

Challenges to the Use of Educational Resources**II. Formation of Ad Hoc Committee (continued)****B. Elementary**

1. A random selection pool composed of three volunteers from each school will be established by October 1st of each year. In the absence of volunteers, the Principal will appoint members.

(7) elementary teachers

(1) elementary librarian

(1) elementary principal from a school not involved in the controversy

III. Charge of the Committee

- A. The Librarian will call the first meeting of the committee. The committee will elect a Chairperson. The Principal will not be eligible for this position. The Chairperson of the committee will be responsible for seeing that the members of the ad hoc committee are supplied with copies of resources in question, and other relevant resources. The committee will review the usage, appropriateness, effectiveness, relevance, and value of the resource and will render a majority decision to recommend retention or removal of the resource. The committee will give a thorough and objective analysis of the resource through:

1. Reading the entire book, viewing and/or listening to the resource in its entirety.
2. Checking general acceptance of the resource by reading reviews and consulting recommended lists.
3. Evaluating the resource for its strength, weakness, and value as a whole and not in part; the impact of the entire work being more important than the words, phrases, or incidents out of which it is made.
4. Consulting resources available through the American Association of School Libraries (AASL), the Association for Educational Communication and Technology (AECT), and any other professional organization deemed appropriate.
5. Calling upon any resource person from within or outside the school system.

- B. Within five (5) school days after the decision has been reached, notice of the decision and reasons for same will be presented in writing to the Superintendent of Schools, the principal(s) concerned, all other school personnel involved in the decision, and the complainant.

Challenges to the Use of Educational Resources**IV. Appeal Process**

The complainant may appeal this decision to the Board of Education by filing a notice of appeal of the decision of the ad hoc committee with the Superintendent's office within three weeks. Failure to file such notice within the three week period will result in forfeiture of the complainant's right to appeal the decision of the ad hoc committee.

V. Interim Use of Challenged Resource

The challenged resource will remain in use until the decision of the ad hoc committee has been reached.

VI. File of Challenged Resources

- A. A file of committee minutes, correspondence and samples of challenged resources will be kept in the office of the Superintendent of Schools. The availability of this file will be subject to the Freedom of Information Act.
- B. Any resource approved through the process describe above, or disapproved in selection or through challenge, may be reviewed after five years.

VII. Disposal of Challenged Resources

Resources which have been withdrawn as a result of the request for reconsideration will be disposed of in accordance with Board of Education policy.

Policy Adopted: May 25, 1971
Policy Amended: May 11, 1982
Policy Adopted: May 23, 2000
Policy Reviewed: June 23, 2009
Policy Adopted: May 11, 2021

6161.12
Form
(continued)

Did you read or review the resource in its entirety? _____

What, if any, value do you see in this resource? _____

What similar resource would you recommend which you would consider to be of superior quality? _____

Person making this request represents _____

(Self)

(Group or Organization)

Signature

Date

(Please return this form to the Principal of the school where this complaint originated)