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**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT**

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CHALLENGES TO THE USE OF EDUCATIONAL RESOURCES

6163.1a

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

10
11 A parent cannot require that a basal textbook be withheld from his/her child but may
12 request the resource in question be reviewed in accordance with this policy.

13
14 Basal textbooks are adopted by the Enfield Board of Education following the
15 recommendation of the administration. Comments from the citizens of Enfield are an
16 integral part of the adoption process.

17
18 No basal textbook series shall be removed unless acted upon by the Enfield Board of
19 Education.

20
21 No parent nor group of parents has the right to negate the use of educational
22 resources for students other than his/her own child.

23
24 I. PROCEDURE TO BE FOLLOWED

25
26 Challenges to the use of educational resources in the classroom or library will
27 be considered using the following procedure:

28
29 A. The complainant will first confer with the school principal.

30
31 B. If the complainant requests that the resource be removed from all students
32 the complainant will receive a copy of School Board Policy 6163.1a by hand
33 delivery, express mail or certified mail. Complainant will submit to the
34 principal a "Request for Reconsideration of Education Resources" within
35 two weeks of receiving the policy. Failure to meet this time line will result
36 in forfeiture of the complainant's right to submit this challenge during the
37 current academic year. The principal of the school will notify the
38 Superintendent of the complaint.

39
40 C. The Superintendent of Schools will authorize the Assistant Superintendent
41 of Schools to form an ad hoc committee to review the resources in question.

42
43 II. FORMATION OF AD HOC COMMITTEE

44
45 A. Secondary

46
47 1. A random selection pool composed of five volunteer staff members from
48 each secondary school will be established by October 1st of each year. In
49 the absence of volunteers, the principal will appoint members.

50
51 2. A committee of nine will be comprised of:
52

53 6 teachers, two from each secondary school
54 2 secondary library media specialists
55 1 secondary school principal from a school not involved in the
56 controversy

57
58 B. Elementary

59
60 1. A random selection pool composed of three volunteers from each school
61 will be established by October 1st of each year. In the absence of
62 volunteers, the principal will appoint members.

63
64 2. A committee of nine will be comprised of:

65
66 7 elementary teachers
67 1 elementary librarian
68 1 elementary principal from a school not involved in the controversy
69

70 III. CHARGE OF THE COMMITTEE

71
72 A. The Librarian will call the first meeting of the committee. The committee
73 will elect a chairperson. The principal will not be eligible for this position.
74 The chairperson of the committee will be responsible for seeing that the
75 members of the ad hoc committee are supplied with copies of resources in
76 question, and other relevant resources. The committee will review the
77 usage, appropriateness, effectiveness, relevance, and value of the resource
78 and will render a majority decision to recommend retention or removal of
79 the resource. The committee will give a thorough and objective analysis of
80 the resource through:

- 81
82 1. reading the entire book, viewing and/or listening to the resource in its
83 entirety
84
85 2. checking general acceptance of the resource by reading reviews and
86 consulting recommended lists
87
88 3. evaluating the resource for its strength, weakness, and value as a whole
89 and not in part; the impact of the entire work being more important
90 than the words, phrases, or incidents out of which it is made
91
92 4. consulting resources available through the American Association of
93 School Libraries (AASL), the Association for Educational Communication
94 and Technology (AECT), and any other professional organization deemed
95 appropriate
96
97 5. calling upon any resource person from within or outside the school
98 system
99

100 B. Within five (5) school days after the decision has been reached, notice of the
101 decision and reasons for same will be presented in writing to the
102 Superintendent of Schools, the principal(s) concerned, all other school
103 personnel involved in the decision, and the complainant.
104

105 IV. APPEAL PROCESS

106

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

112

113 V. INTERIM USE OF CHALLENGED RESOURCE

114

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

117

118 VI. FILE OF CHALLENGED RESOURCES

119

120 A. A file of committee minutes, correspondence and samples of challenged
121 resources will be kept in the office of the Superintendent of Schools. The
122 availability of this file will be subject to the Freedom of Information Act.

123

124 B. Any resource approved through the process describe above, or disapproved
125 in selection or through challenge, may be reviewed after five years.

126

127 VII. DISPOSAL OF CHALLENGED RESOURCES

128

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

132

133

134 **Policy Adopted: May 25, 1971**

135 **Policy Amended: May 11, 1982**

136 **Policy Adopted: May 23, 2000**

137 **Policy Reviewed: June 23, 2009**

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.)