



## Do and Don't Suggestions to Keep in Mind When Responding to Challenged Materials

[ Keep these items in mind when this occurs in person, by email or over the phone.]

### Do's

1. Check and review your school/district policies. Make sure that the online policy is the same as any print versions in the LMC.
2. Listen intentionally. Make eye contact when possible. Remain professional.
3. Present body language that is open and not defensive. [ Do not nod in the affirmative. **Instead** to show that you are actively listening to the issue, paraphrase the challenger's words.]
4. Allow the challenger's opinion [viewpoint] to be heard.
5. Document the discussion afterwards. Make note of the date, time and person objecting to the materials. Summarize the conversation as best you can.
6. Clarify. Can the situation be resolved by adding a private note in the student's patron record? The note should describe the material that is not allowed to be checked out as per parent/ guardian. The added private note field would be based upon written request made by the parent/challenger.
7. If necessary, based on the discussion and policy, share with the challenger that the building administrator will provide, when necessary, documents to complete to start the formal challenge process.
8. Keep track of the date of when the formal challenge process started.

### Don'ts

1. Removal the material(s) from the collection is prohibited. There is a formal process that needs to take place for challenged material. [BOE Island Trees UFSD v. Pico]
2. Do not provide any information to challenger unless instructed to by Building or District Administrator.
3. Do not apologize. Do not apologize, and again, do not apologize.
4. Do not mistakenly believe that the situation has been totally resolved, even if the parent agrees to a private note in the student's patron record. Be aware that the situation may rise again, at a school board meeting or another public forum.
5. Talk with your admin and challenge committee about the situation. Use it as a mock or practice situation, so that you can be aware of the concern, the process and review any issues with policies, process and resolution.



## Instructions for Reconsideration Committee

The Reconsideration Committee should be diverse and be made up of one certified school librarian, one building administrator, one content area teacher advisor, one curriculum leader, one resource/special education staff, and two students when appropriate.

This diverse Reconsideration Committee will work together, keeping in mind the broad principles of freedom to learn and read. Freedom of inquiry is vital to education in a democracy.

The Reconsideration Committee will study all the materials provided to respond to the formal challenge. This will include the material, available reviews and location consideration if the material is available at other school campus locations.

1. The Reconsideration Committee will:
  - a) Be provided with the American Library Association Library Bill of Rights.
  - b) Read the full book or view the challenged material, if digital. Passages or parts should not be pulled out of context of the full work.



- c) Weigh values and faults. The value and faults should be weighed against each other, and the opinions and findings of the committee be based on the material as a whole.
  - d) Discuss the challenged resource in the context of the educational program.
  - e) Discuss the challenged item with the challenger, when appropriate.
  - f) Prepare a written report.
2. The written report will be discussed with the challenger, if requested.
  3. The written report will be retained by the building admin, with copies sent to the Assistant Superintendent of Curriculum and the Superintendent. If appropriate, the report will be archived with other district records.
  4. Written reports once filed are confidential and available for examination by trustees and appropriate officials only.
  5. The decision of Reconsideration Committee is based on the individual school where the challenge originated and the challenger's child attends.