

## COMMUNITY RELATIONS

**Challenged Controversial Materials R 2-10.1**

Should a Lynchburg resident challenge the use of certain instructional materials in a school or schools in the Lynchburg City Schools, the following procedure will be followed:

1. The form "Request for Reconsideration of Instructional Material" should be obtained from the principal of the school where the material is being used. The completed form should then be returned to the principal. A copy is attached hereto.
2. If the complainant is the parent or legal guardian of a student who has been assigned the instructional material and desires only that his child not be exposed to it, the principal will consider the request and notify the complainant in writing of his decision. Should the parent or legal guardian wish to appeal this decision, he may follow the procedure for requesting withdrawal of instructional material from all students.
3. If the complainant requests that the material be withdrawn from all students, a review committee comprised of five or more members selected by the assistant superintendent for instruction shall consider the complaint. The members are to represent administrative and instructional areas directly concerned. In the deliberations of challenged materials, the committee shall consider the educational philosophy of the school division, the professional opinions of other teachers of the same subject and of other competent authorities, reviews of the materials by reputable public/private organizations, the teacher's own stated objectives in using the materials, and the objections of the complainant. The findings of the review committee shall be a matter of written record and transmitted to the superintendent and the assistant superintendent for instruction. After a conference with the complainant, the superintendent in turn shall render a decision.
4. The complainant may appeal the decision of the superintendent to the board. After having reviewed the complaint and the superintendent's recommendation, the board shall make a final decision. The use of challenged materials by the class, school, or division shall not be restricted until final disposition has been made by either the superintendent, or upon appeal, by the school board.

Approved by Superintendent: November 20, 1973

Revised Superintendent: April 11, 1995

COMMUNITY RELATIONS

Challenged Controversial Materials (continued)

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

- Film or Filmstrip
- Slide
- Tape
- Cassette
- Record
- Hard-back book
- Paperback book
- Other

Author \_\_\_\_\_  
 \_\_\_\_\_ (if known)  
 Title \_\_\_\_\_ Publisher \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Schools in which the material is used \_\_\_\_\_

Complainant represents \_\_\_\_\_ Himself  
 \_\_\_\_\_ (Name organization) \_\_\_\_\_  
 \_\_\_\_\_ (Identify other group) \_\_\_\_\_

1. To what in the work do you object?  
 Please be specific; cite pages or section.  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Did you read, view, or hear the entire work? \_\_\_\_\_  
 What pages or sections?  
 \_\_\_\_\_  
 \_\_\_\_\_

3. What of value is there in this work? \_\_\_\_\_  
 \_\_\_\_\_

COMMUNITY RELATIONS

Challenged Controversial Materials (continued)

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

4. What do you feel might be the result of using this material?

---

---

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

---

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

---

7. What would you prefer the school do about this work?

Do not show, play, assign or recommend it to my child.

Withdraw it from all students.

---

Signature of Complainant