



Curriculum Materials Challenge Procedure

If a member of the TPS community would like to challenge the placement of a book or other form of media in the academic curriculum or the school library collections, they should follow this procedure:

1. Person(s) challenging the material should submit their request for reconsideration to the appropriate Division Head (US, MS, PS) by completing the Request for Reconsideration Form available below.
2. The material in question along with the completed form will be submitted to a committee composed of the Division Head, appropriate Department Chair, the relevant faculty member or Librarian, and one additional faculty member chosen by the Division Head. The committee will examine the material in light of both the principles of intellectual freedom and the school's mission statement, keeping in mind instructional goals when considering course materials.
3. The committee will share its decision in writing via email to the person(s) submitting the complaint as soon as possible and not to exceed 30 days.
4. The appropriate faculty member and Department Chair will consider alternate materials and assignments for the student during the review period.

The responsibilities of the committee include the following:

The appropriate teacher or librarian will provide positive and negative reviews of the work from a balanced selection of three or more reputable sources. Sources may include scholarly journals, book review periodicals, major newspapers, and reputable websites.

All committee members will:

1. read the entire work or relevant section in question;
 2. read provided reviews and investigate further if necessary;
 3. meet within a reasonable timeframe to discuss, decide, and draft a response.
5. The committee's decision may be appealed to the Head of School.

 THE PRAIRIE SCHOOLREQUEST FOR RECONSIDERATION
of Academic or Library materials

Date: _____

Title: _____

Author: _____

Publisher: _____

Date of Publication: _____

Type of Material (book, video, periodical, etc.): _____

Division / Course in which item is used: _____

Request Initiated by:

Name(s): _____

Telephone#: _____

E-mail: _____

Student(s): _____

1. Did you read, view, or listen to the entire work? If not, what section?

2. Have you spoken to any faculty members concerning their use of or views of this work? If yes, who?

3. To what in the material do you object? Please be specific, noting pages, time stamps, etc.

4. Are you aware of judgments of this work by scholarly critics and subject area specialists? If so, please summarize your findings.

5. What would you like the outcome to be with regard to this material? Please select a choice below and offer your comments.

- a. Do not assign or lend the material to my child
- b. Limit the material to specific division or classroom use
- c. Remove the material from the school environment
- d. Other (specify)

Signature: _____