



## **SECTION III: INSTRUCTION**

## **POLICY 3010**

### CHALLENGING INSTRUCTIONAL MATERIALS

#### Procedures for Challenged Materials

Occasional objections to instructional materials will be made despite the quality of the selection process. Any parent has the right to request his/her child be exempted from reading, viewing, or participating in any portion of the curriculum if it conflicts with the parent's values and beliefs. Individual parents may not, however, determine reading, listening, or viewing for students other than their own children.

The following procedures have been developed to address concerns/challenges from parents and/or patrons regarding media and/or other instructional materials. These procedures establish a framework to resolve concerns at the lowest possible level while defending the principles of freedom of information, the students' right to access of materials, and the professional responsibility and integrity of the school faculty. Therefore, no duly selected materials whose appropriateness is challenged shall be removed from the District except upon the formal action of the Board of Education after the challenge procedures outlined below have been completed. Library media and/or other instructional materials that have been challenged at level two or higher will not be reconsidered at level two or higher for three calendar years from the date of the last level two recommendation or level three decision. Instructional materials purchased on an adoption cycle that have been challenged will not be reconsidered for the duration of the current adoption cycle.

The Board of Education of Broken Arrow Public Schools adheres to the First Amendment to the United States Constitution "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

#### Level One (Building Level)

Complaints regarding instructional/library media materials shall be reported to the appropriate principal. The following steps shall be used in efforts to resolve such complaints at the building level. The material in question shall remain in public access pending a final decision.

1. The principal, or the appropriate designee, shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the School District and/or the library media center, the selection procedure, criteria, and qualifications of those persons selecting the material, and the intended use and educational benefits from the material. The principal may also discuss the right of the parent to excuse his/her child from a particular assignment in the classroom or other material from the media center. A particular classroom assignment objected to by a parent may require an alternative assignment from the teacher.
2. If the complaint is not resolved informally, the building principal or designee shall provide the complainant with a copy of the materials selection and review policy and ask the complainant to complete a Request for Reconsideration form (located at [baschools.org](http://baschools.org) under district forms) after he or she has read or viewed the material in its entirety.



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3. If the completed Request for Reconsideration form has not been received by the principal within 10 calendar days after the complainant's receipt of the form, the complaint shall be considered resolved.
4. Upon receipt of a completed Request for Reconsideration form, the principal shall establish and chair a building-level materials review committee. Additional members of the building-level committee include one media specialist, two teachers, and one community representative.
5. Committee members will be provided information and training concerning the materials review process, the District's selection policy, and the First Amendment.
6. The committee will:
  - a. Read and/or examine and discuss the questioned material in its entirety;
  - b. Read and discuss reviews of the work;
  - c. Examine concerns referenced on the request form point by point;
  - d. Weigh opposing viewpoints against each other and form opinions based on the material as a whole in the context in which it is to be used, and not on individual passages;
  - e. Call upon District employees involved in selection/use of the material in question for input as needed;
  - f. Include other activities deemed by the committee to be relevant;
  - g. Vote on the reconsideration request to determine majority decision; and
  - h. Prepare a written report in a timely manner, usually within thirty (30) school days after receiving the formal request for reconsideration, outlining the committee's recommendations for disposition of the matter. Specific grade levels to be affected by the committee's recommendations must be listed in the report if such report contains recommendations for the removal or additional grade-level restrictions for the material.
7. The committee chair is responsible for disseminating this report to all involved parties, including the Deputy Superintendent.
8. If the building-level committee recommends removal and/or grade-level restrictions for the material in question, the committee chair shall forward all related materials to the Deputy Superintendent for further review at level two.

#### Level Two (District Level)

If the complainant is not satisfied with the disposition of his/her complaint at level one, he/she may file a written request for consideration at level two within ten (10) calendar days of receipt of the level one recommendation with the Deputy Superintendent .

The following steps shall be used to address level two complaints. The material in question shall remain in public access pending a final decision. Level two recommendations supersede level one recommendations.



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1. The Superintendent or appropriate designee will establish a materials review committee. Committee members will be provided information and training concerning the materials review process, the District's selection policy, and First Amendment rights. The committee will be comprised of seven (7) members from the categories below:
  - a. One teacher from the elementary level;
  - b. One teacher from the secondary level;
  - c. One administrator who will act as committee chair;
  - d. Two community representatives;
  - e. One library media specialist from the elementary level; and
  - f. One library media specialist from the secondary level.
  
2. The committee will:
  - a. Read and/or examine and discuss the questioned material in its entirety;
  - b. Read and discuss reviews of the work;
  - c. Examine concerns referenced on the request form point by point;
  - d. Weigh opposing viewpoints against each other and form opinions based on the material as a whole in the context in which it is to be used, and not on individual passages;
  - e. Call upon district employees involved in selection/use of the material in question for input as needed;
  - f. Include other activities deemed by the committee to be relevant;
  - g. Vote on the reconsideration request to determine a majority decision; and
  - h. Prepare a written report in a timely manner, usually within thirty (30) school days after receiving the formal level two request for reconsideration, outlining the committee's recommendations for disposition of the matter. Specific grade levels to be affected by the committee's recommendations must be listed in the report if such report contains recommendations for the removal or additional grade-level restrictions for the material.
  
3. The committee chair is responsible for the dissemination of this report to all involved parties, including the Deputy Superintendent.

#### Level Three (Board Level)

If the complainant is not satisfied with the disposition of his/her complaint at level two, he/she may file a written request for consideration at level three within ten (10) calendar days of receipt of the level two recommendation with the Board of Education. The Board of Education will render a decision in a timely fashion, usually within thirty (30) working days. The decision of the Board of Education shall be final.

Source: *Information placed in handbook March, 1975.*  
*Broken Arrow Board of Education policy adoption, November 2, 1981.*  
*Broken Arrow Board of Education policy revised, December 20, 1993.*  
*Broken Arrow Board of Education policy revised, January 22, 1996.*



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*Broken Arrow Board of Education policy revised, December 13, 2004.*

*Broken Arrow Board of Education policy revised, July 13, 2009.*

*Broken Arrow Board of Education policy revised, July 10, 2017.*

*Broken Arrow Board of Education policy revised, May 9, 2022.*