



Procedures for Challenging Curricular Material

Parental Right to Know SB 48

The following procedures shall be followed when the appropriateness of books or materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection or need for further information;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of persons making criticism.
- III. SB 48 Section 1 (2). If a parent or guardian would like further information regarding how the instructional materials relate to the content standards adopted by the State Board of Education or to physically examine any instructional materials used in the classroom, the parent or guardian may request that the local board of educational allow that examination at the next work session of the board. The board shall notify the parent or guardian and the teacher of the issues involved and the date and time of the next work session.

If needed, the board shall recommend a more detailed investigation of the materials in question by the school based review team. The review team will return a summary of findings to the board within two weeks. All parties involved will be notified of the next work session to review the summary of findings.

- IV. These procedures shall be followed for Montgomery Public Schools school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.

- V. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
- A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member shall not be selected from the school where the challenged materials originated.
 - B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
 - C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
 - D. The committee's recommendations shall be submitted to the Superintendent.
 - E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
 - F. An appeal to the Montgomery Public Schools Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.