

KAIKORAI VALLEY COLLEGE

CHALLENGED MATERIAL PROCEDURE



Rationale:

This procedure is to be followed should a person wish to challenge the appropriateness of a resource.

1. The party with concerns approaches the staff member at the school to inform them of their concerns.
2. If this discussion fails to arrive at a satisfactory conclusion, a formal letter of complaint is to be lodged with the Principal within two days.
3. The Principal will liaise with the teacher concerned and a standard *Request for Reconsideration of a School Resource* form will be provided to the challenger if the Principal feels the challenge is worthy of further consideration.
4. The form must be returned to the school within one week or the complaint will lapse.
5. If the *Request for Reconsideration of a School Resource* form is returned, a meeting will be called of the *Re-evaluation Committee*. This must occur within two weeks of the form being received.

The Re-evaluation Committee shall consist of: a Board of Trustees member and at least two of the following: Principal, Deputy Principal, Librarian, Head of Department.

6. The person or group complaining will be notified in writing of the decision made, with reasons.
7. If the challenged material is a set text/resource the student will be given another text/resource to study. No assessment penalty will be incurred.

Reviewed:	Board of Trustees	24 October 2012
		19 March 2016
Reviewed		29-August-2018
Reviewed		September 2022



REQUEST FOR RECONSIDERATION OF A SCHOOL RESOURCE

Request initiated by: _____ Date: _____

Telephone: _____ Address: _____

Title: _____

Author/Producer: _____

Publisher (if known): _____

1. Have you read/viewed the entire resource? _____
2. To what in the resource do you object? (Please be specific e.g. cite pages. Please state reasons.) _____

3. What do you feel might be the result of using this resource?

4. For what age group would you recommend this resource? (Please state reasons).

5. Is there anything good about this resource? _____

6. Are you aware of judgment of this book by literary critics? (Books only)

7. What would you like the school to do about the resource in question?

8. Please state reasons. _____

9. Have you any recommendation for replacement material?

Signature of Complainant: _____

Please Print Name: _____

Date Form Received: _____