

## **SELECTION OF LIBRARY MATERIAL CHALLENGE COMMITTEES**

### **Selection of a School Committee**

#### **Instructions:**

1. A School Committee for a Challenge shall include a school administrator, a licensed teacher, a teacher librarian or the District Library Specialist, two parent/legal guardian representatives, and a student representative where appropriate, at the discretion of the school administrator.
2. The school principal will consult with the Office of School Performance to select a school administrator.
3. Any parent/legal guardians shall be selected from a combined list of parent/legal guardians comprised from the membership of the School Community Council and PTSA.
4. The school administrator will chair the School Committee and assist to coordinate the functions of the Challenge Process.
5. In the event the school administrator requires administrative assistance or questions, the Director of Instructional Supports or designee can provide assistance.
6. Persons serving a committee may be asked to sign a non-disclosure agreement of confidentiality.

### **Selection of the Objective Sensitive Materials Panel**

#### **Instructions:**

1. In accordance with District policy, the Objective Sensitive Materials Panel will include one (1) parent and three (3) employees: the District Library Media Specialist or designee, the Director of Instructional Supports or designee, and a School Performance Director or designee.
2. The one (1) parent will be selected from a combined list of parent/legal guardians comprised from the membership of the School Community Council and PTSA.
3. Persons serving a panel member on the Objective Sensitive Materials Panel may be asked to sign a non-disclosure agreement of confidentiality.

### **Selection of a District Appeal Committee (Subjective Materials Review Committee)**

#### **Instructions:**

1. A District Appeal Committee for a District Level Appeal shall include the Director of Instructional Supports or designee, a member of School Performance, a teacher librarian representing the school level from which the challenge comes, the District Library Specialist, and three parent/legal guardians from the feeder system.
2. The three parent/legal guardians shall be selected from a combined list of parent/legal guardians comprised from the membership of the School Community Council and PTSA.
3. The Director of Instructional Supports or designee will chair the District Level Committee and assist to coordinate the functions of the District Level Appeal.
4. In the event administrative assistance is required, the Director of Instructional Supports may consult with the Superintendent or designee.
5. Persons serving a committee may be asked to sign a non-disclosure agreement of confidentiality.

## Disclosure to Selected Committee Members

### **Participation in Sensitive Materials District Appeal Committee Disclosure**

Please be advised that participation in a District Appeal Committee to determine whether a title contains subjective sensitive material will result in a determination regarding the title that is not only applicable to the individual school and community where the title is located, but in accordance with state law, the District is required communicate the decision to the Utah State Board of Education (USBE), which may have the impact of removal of the title from student access state wide in accordance with state law and held pending further action by USBE.