

St. Croix Catholic Classroom & School Library Policy

Philosophy Statement

We, at St. Croix Catholic School, believe in providing quality reading material and information which:

- provide access to a wide variety of fiction and nonfiction resources,
- stimulate an interest in reading and provide materials appropriate to the various age levels of students,
- support the curriculum of the school,
- meet the educational, emotional, and recreational needs of students and staff and/or develop moral character and conscience,
- does not conflict with our Catholic beliefs.

Selection Process

Resources for the St. Croix Catholic School collection are chosen by the librarian, who utilizes many sources to help select quality materials. In addition to reviewing award-winning books, the librarian considers recommendations by trade journals, other librarians, teachers, parents, and students. Books are chosen for their individual merit and do not imply endorsement of an author's entire body of work or personal or professional beliefs. In extreme cases, an author's public views may warrant removal of all his/her materials from the St. Croix Catholic School collection.

Procedure for Review of Resources

The review of resources challenged by teachers, administration, or parents (hereafter referred to as “individual”) will be treated objectively as an important routine action. Every effort will be made to consider the objections, keeping in mind the best interests of the student and the school community.

All persons who challenge resources used at St. Croix Catholic School shall adhere to the Procedure for Review of Resources.

Any parent or individual at St. Croix Catholic School may raise objection to instructional materials used in the educational program at the school, but is asked to use discretion and object only when he/she feels the situation is serious enough to use school resources to address the concern.

When an objection to resources is made, the faculty member receiving the concern should attempt to informally discuss and, if possible, resolve the issue with the individual. An informal resolution is defined as a condition in which both parties agree to accept the material as currently used. In this case, no further documentation is required. If both parties agree that the resource should be removed, the staff member will inform the principal in writing of the decision. The principal will request that the staff and parent follow the procedure for the formal Review of Resources process (see below).

If the complaint cannot be resolved informally, the faculty member shall inform the individual of the availability of procedures for Review of Resources.

Faculty must inform the principal of the concern in writing.

Status of Challenged Resource

The resource(s) under reconsideration will remain in use during this process and remain in place unless removed through the completion of this procedure.

Initial Response to Challenged Resources

Requests for review shall be directed to the appropriate teacher/librarian. The staff member shall in turn immediately advise the school principal and the canonical administrator in writing or via email, of the complaint. The teacher/librarian shall explain the initial selection process utilized and the subsequent appeal procedures for challenged materials.

The teacher/librarian may formally file a written Staff Member Response to Challenged Resource explaining his/her position on the challenged material. This will be submitted to the principal.

Completed Request for Review of a Resource Form

The complainant must read/listen to/view the material in question in its entirety. Upon submission of the completed and signed form to the administration, the challenge will be defined as formal, and the formal review process will be initiated.

St. Croix Catholic School Review Committee

In the event of a formal complaint, a standing committee will be comprised of:

- Canonical Administrator and priests
- Principal

- Parent representative from the Board of Directors (1)
- Faculty representatives (2)
- Parent representatives from the parent population at large (2)

Committee Responsibilities and Procedures

Principal shall:

1. Send a Request for Review of Resources form to the complainant.
2. Notify committee members of the objection within ten (10) school days of receipt of the complaint and set a meeting day.
3. Distribute a copy of the completed Request for Review of Resources form to each committee member.
4. Obtain and arrange for reading/listening/viewing of the questioned resource by the committee.
5. Hold a review committee meeting within thirty (30) school days of receipt of formal complaint to discuss the objection and questioned resource, and reach a decision.
6. Send the report of the review committee to the individual.
7. Make every effort to complete the review process within 45 school days.
8. Keep a file of the written report signed by all committee members, accompanied by the initial Request for Review of Resources.

The committee shall:

1. Read/listen to/view the questioned resource in its entirety.
2. Determine professional acceptance of the resource by reading critical reviews.
3. Weigh the strengths and weaknesses and form opinions on the resource as a whole rather than on passages or selections taken out of context.
4. Review documents filed by staff and complainant.
5. Discuss the resources in the context of the St. Croix Catholic Classroom & School Library Policy philosophy statement.
6. Reach a decision by consensus, with the final decision to be made by the Canonical Administrator.