**Guide to Challenging Books**

1. Review the Board Policy - http://go.boarddocs.com/ny/fairport/Board.nsf/goto?open&id=C8WL7L55304B
2. We recommend parents read the entire book that they want to challenge. This will be helpful when filling out the form provided by the district. Most are available at local public libraries
3. Book challenges can be done individually or as a group
4. To use the letter template to challenge each book individually:
	1. Fill out the template. Save as PDF if possible
	2. Send an email to the school principal and attach the letter.

| **School** | **Principal Name** | **Email** |
| --- | --- | --- |
| **High School** | Bob Clark | rclark@fairport.org |
| **Minerva DeLand** | Dominic Monacelli | dmonacelli@fairport.org |
| **Martha Brown** | Rebecca Short | rshort2@fairport.org |
| **Johanna Perrin** | Patrick Grow | pgrow@fairport.org |
| **Jefferson Avenue** | Ryan Charno | rcharno@fairport.org |
| **Brooks Hill** | Meredith A. Klus | mklus@fairport.org |
| **Northside** | Erin Moretter | emoretter@fairport.org |
| **Dudley** | Jamie Naple | jnaple@fairport.org |

**[INSERT DATE]**

Dear **[BUILDING PRINCIPAL NAME]**;

Per Fairport Central School District Board of Education Policy 8330R, I am challenging a book titled **[TITLE]** written by **[AUTHOR]**. This book is in circulation in the **[SCHOOL NAME]** library. This book contains sexually explicit material that should not be accessible to children.

Board Policy 8330R states that the process of a book challenge begins with a meeting with a building principal, director and or appropriate staff members. The policy also states, “If necessary, the *Request for Review* form shall be provided.” I am requesting this form prior to the meeting so that I can complete and submit the form as soon as possible. Once you are in receipt of the form, policy states that “every reasonable effort will be made to resolve the challenge at the building principal level within three weeks”.

Board Policy states, “The Committee will provide the Superintendent or the Superintendent’s designee with a written report that includes a summary of the Committee's activities, a recommendation, and explanatory rationale.” I am requesting a copy of this summary at the conclusion of the Committee work.

Please respond to this email within 5 business days and provide the Request for Review Form so that the process can start as quickly as possible. Thank you for your attention to this matter.

Sincerely,

**[INSERT YOUR FIRST AND LAST NAME]**

**[INSERT RELATIONSHIP TO DISTRICT - PARENT/COMMUNITY MEMBER]**

**[INSERT ADDRESS**

**[INSERT EMAIL]**