

Policy Regulations Title: Reconsideration of Instructional Materials

- A. Any resident of the school district may raise objection to instructional materials used in the district's educational program despite the fact that individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or staff member receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials will remain in use unless removed through the procedure in section B6e of this rule.
 - a. The school official or staff member initially receiving a complaint will explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the materials.
 - b. The school official or staff member initially receiving a complaint will explain to the best of his or her ability the particular place the material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complaining party to the appropriate building principal.
 2. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the objection should be referred to librarian/media specialist or teacher. If, after private counseling the complainant desires to file a formal complaint, the librarian/media specialist will assist in filling out a Reconsideration Request Form.
 3. The individual receiving the initial complaint will advise the principal of the attendance center where the challenged material is being used, of the initial contact within one week of the complaint whether or not the complaint has been settled to the satisfaction of the complainant at the initial contact. A written record of the contact will be maintained by the principal, and a notation will be kept in the media center records.
 4. The principal will review the selection and objection rules with the staff at least annually. They will be reminded to handle such rightful objections with courtesy and integrity.
- B. Request for Reconsideration
1. Any resident or employee of the school district may formally challenge instructional materials used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
 2. Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request Forms. All objections to instructional materials must be made on this form.
 3. The Reconsideration Request Form will be signed by the complainant and

filed with the building principal.

4. Within five business days of the filing of the form, the librarian/media specialist will file the material in question with the Reconsideration Committee for reevaluation. The committee will recommend disposition to the librarian/media specialist. The librarian/media specialist will inform the building principal of the decision. He or she will inform the superintendent who will report to the Board of Education concerning the decision of the committee.
5. Generally, access to challenged material will not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provisions of Section B6e of this rule.
6. The Reconsideration Committee
 - a. The Reconsideration Committee will be made up of 9 members.
 1. One school librarian/media specialist
 2. Two teachers from the appropriate building and grade level
 3. One counselor from the appropriate building
 4. Two community members at least one of whom is a parent
 5. Two students
 6. One building principal
 - b. The co-chairpersons of the committee will be the members from the counseling department and the school media center.
 - c. Each member of the committee will be furnished the selection and reconsideration policies and regulations.
 - d. No regularly scheduled meetings of the committee will be held in the absence of challenges. Upon receipt of a formal Reconsideration Request Form, the committee will be notified and assembled within five working days.
 - e. Special meetings may be called by the Superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal will require a three-fourths vote of the committee.
 - f. Notice of meetings will be made public through appropriate publications or other communications methods.
 - g. The committee will receive all Reconsideration Request Forms from the librarian/media specialist who will also report the findings of the committee to the building principal.
 - h. The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
 1. Distribute copies of the written request form.
 2. Allow the complainant or a group spokesperson an opportunity to talk about and expand upon the request form.

3. Distribute reputable, professionally prepared reviews of the material when available.
 4. Distribute copies of the challenged material as available.
- i. As a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
 - j. The complainant will be kept informed by the acting secretary of the committee concerning the status of his/her complaint throughout the reconsideration process. The complainant and known interested parties along with the general public will be given appropriate notice of committee meetings.
 - k. At the second or a subsequent meeting, as desired, the committee will make its decision in either open or closed session. The committee's final decision **must be one of the following:** (1) to take no removal action, (2) to remove all or part of the challenged material from the total school environment, or (3) to limit the educational use of the challenged material. The sole criteria for the final decision shall be the appropriateness of the material for its intended educational use. The vote on the decision will be by secret ballot. The written decision and its justification will be forwarded to the Superintendent through the building principal for appropriate action and to the complainant and the appropriate attendance center(s).
 - l. A decision to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection of the materials.
 - m. Requests to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be reconsidered. Every Reconsideration Request Form will be acted upon by the committee.

Note: The Board of Education will reserve the right to make the final decision on any request to reconsider materials.