

**RECONSIDERATION OF MATERIALS - INSTRUCTIONAL OR MEDIA CENTER**

1 Any resident or employee of the District who has a concern for what children read and 1  
2 study has the privilege and right to read, view, and comment on the materials selected for 2  
3 use in the District. People do differ in their opinion about materials and may object to the 3  
4 use of specific material(s) on the basis of the educational appropriateness of the 4  
5 material(s). The Board employs professionally trained personnel who are delegated the 5  
6 responsibility to set material-selection guidelines and then select materials in accordance 6  
7 with those guidelines. However, the Board is legally responsible for approving the selection 7  
8 of materials. 8

9 The Superintendent or his/her designee shall establish a Reconsideration Committee to 9  
10 handle complaints about materials. Rules and procedures to follow for considering a filed 10  
11 complaint about specific materials shall also exist. The Reconsideration Committee is a 11  
12 standing committee and is responsible for making a recommendation to the Board 12  
13 regarding a formal complaint about instructional or media center materials. The final 13  
14 decision regarding a formal complaint rests with the Board. 14

**Reconsideration Committee**

15  
16 A Reconsideration Committee shall be appointed at the beginning of each school year 16  
17 by the Superintendent. It shall consist of up to twelve (12) members. The members shall 17  
18 include: 18

- 19 Two Teachers One library media specialist 19
- 20 One Building Administrator Central Cabinet 20
- 21 Two Senior High Students (President of Senior Class and a member of Dodger 21  
22 Senate (one male/one female) 22
- 23 Five community at large One parent to represent each of the K-4; 5-6; 7-8; 23  
24 9-12 levels and one member at-large. Each parent is to 24  
25 have a child in the level. 25

26 The Central Cabinet shall serve as Facilitator of the Reconsideration Committee 26  
27 meetings but will not be a voting member. 27

1	<b>Material(s) Being Questioned/Complained About</b>	1
2	When material(s) used by District personnel for instructional purposes are cause by District	2
3	patrons to question/challenge the appropriateness, an informal and formal process exists.	3
4	<b>Informal Process for Reconsideration of Material(s)</b>	4
5	The staff member receiving an inquiry or complaint may try to resolve the issue informally by:	5
6	(1) explaining the District's selection policy, procedure, and criteria; and	6
7	(2) explaining the particular place the material occupies in the educational program,	7
8	including its intended educational use.	8
9	The staff member may request assistance from other District personnel whom they feel they	9
10	can better explain the use of the material.	10
11	The staff member who received the inquiry or complaint shall advise the Building Principal of	11
12	the initial contact no later than the end of the following school day as to whether or not the	12
13	complainant was satisfied at the informal meeting. A written record of the informal meeting shall	13
14	be maintained by the Building Principal. Those records shall be provided to appropriate District	14
15	officials upon request.	15
16	In the event that the complaint is not informally resolved, the complainant shall be referred to	16
17	the Building Principal or his/her designee. At that time, the complainant shall be advised of the	17
18	procedure for filing a formal "Reconsideration Request" and be provided the Selection and	18
19	Reconsideration policy and procedures, including the appropriate District form to complete.	19
20	<b>Formal Reconsideration of Materials</b>	20
21	Material(s) receiving a complaint shall normally remain in use during the Reconsideration	21
22	process. If deemed necessary by the Reconsideration Committee at the conclusion of its initial	22
23	reconsideration meeting, the Facilitator may temporarily suspend use of the challenged	23
24	material(s) if continued use would be harmful to students.	24
25		25

1     Step 1. A formal "Reconsideration Request" shall be completed on the District form.     1

2     The Form is obtainable at each school's office, the LMC, and the Central Office.     2

3     Upon completion of the Form, it is to be signed by the complainant and submitted to     3

4     the Superintendent.     4

5     Step 2. Within five (5) business days of receipt by the Superintendent of the     5

6     completed Form, the Superintendent or designee shall provide a copy of the     6

7     completed Form to the Facilitator of the Reconsideration Committee and to all staff     7

8     who may be asked to provide information at a hearing.     8

9     Step 3. Within ten (10) business days of receipt by the Facilitator of the     9

10    "Reconsideration Request" form, the Facilitator or designee shall convene the     10

11    Reconsideration Committee. The Committee shall meet in open session to review     11

12    the issues raised, including:     12

13       (a) distributing copies of the completed "Reconsideration Request" form and     13

14       providing the complainant an opportunity to address the issue(s) of the     14

15       challenge.     15

16       (b) providing appropriate District employees the opportunity to address the     16

17       reason(s) for selecting the material, the place the material occupies in the     17

18       educational program, and its intended educational use.     18

19       (c) distributing copies of the challenged material(s), if available.     19

20    Committee members directly involved in the selection of, with the use of, or directly     20

21    involved when the challenge of the materials was initially raised, shall be excused     21

22    from Committee membership during the Committee deliberation on said materials.     22

23    The Superintendent may appoint a temporary replacement for an excused     23

24    Committee member. The replacement shall be from the same category for the     24

25    person excused. A committee member must be in attendance at all committee     25

26    meetings in order to vote on a recommendation.     26

1     Step 4. A second open-session meeting will be held as soon as possible but within     1  
2     twenty (20) business days of the first session for the Reconsideration Committee to     2  
3     discuss the reconsideration issues raised and determine a recommendation to submit     3  
4     to the Board. The recommendation shall be one of the following: (a) not to remove the     4  
5     material, (b) to limit use of all or part of the material; or (c) to remove all or part of the     5  
6     material. The recommendation and rationale for the recommendation shall be     6  
7     immediately forwarded to the Board in writing.     7  
8     Step 5. The Superintendent shall notify the complainant in writing of the Board's decision.     8  
9     Step 6. If the complainant is not satisfied with the Board's decision, he/she may request     9  
10    that the reconsideration decision be placed on the next regularly scheduled Board     10  
11    meeting for a hearing. The Board has the right to determine whether or not to conduct the     11  
12    hearing or abide by their original decision. When a hearing is held, a maximum of twenty     12  
13    (20) minutes will be provided each side to present their findings. All material to be used     13  
14    by either side, other than that used in the previous formal hearing meetings, shall be     14  
15    presented to all parties, two (2) days prior to the Board hearing.     15  
16    Step 7. Any person dissatisfied with the reconsideration decision of the Board may     16  
17    appeal to the State Board of Education, pursuant to Iowa Code Chapter 290.     17  
18     18  
19     19  
20     20