

RECONSIDERATION OF MATERIALS - INSTRUCTIONAL OR MEDIA CENTER

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

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

Reconsideration Committee

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

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

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

Material(s) Being Questioned/Complained About

When material(s) used by District personnel for instructional purposes are cause by District patrons to question/challenge the appropriateness, an informal and formal process exists. **Informal Process for**

Reconsideration of Material(s)

The staff member receiving an inquiry or complaint may try to resolve the issue informally by:

- (1) explaining the District's selection policy, procedure, and criteria; and
- (2) explaining the particular place the material occupies in the educational program, including its intended educational use.

The staff member may request assistance from other District personnel whom they feel they can better explain the use of the material.

The staff member who received the inquiry or complaint shall advise the Building Principal of the initial contact no later than the end of the following school day as to whether or not the complainant was satisfied at the informal meeting. A written record of the informal meeting shall be maintained by the Building Principal. Those records shall be provided to appropriate District officials upon request.

In the event that the complaint is not informally resolved, the complainant shall be referred to the Building Principal or his/her designee. At that time, the complainant shall be advised of the procedure for filing a formal "Reconsideration Request" and be provided the Selection and Reconsideration policy and procedures, including the appropriate District form to complete.

Formal Reconsideration of Materials

Material(s) receiving a complaint shall normally remain in use during the Reconsideration process. If deemed necessary by the Reconsideration Committee at the conclusion of its initial reconsideration meeting, the Facilitator may temporarily suspend use of the challenged material(s) if continued use would be harmful to students.

Step 1. A formal "Reconsideration Request" shall be completed on the District form. The Form is obtainable at each school's office, the LMC, and the Central Office. Upon completion of the Form, it is to be signed by the complainant and submitted to the Superintendent.

Step 2. Within five (5) business days of receipt by the Superintendent of the completed Form, the Superintendent or designee shall provide a copy of the completed Form to the Facilitator of the Reconsideration Committee and to all staff who may be asked to provide information at a hearing.

Step 3. Within ten (10) business days of receipt by the Facilitator of the "Reconsideration Request" form, the Facilitator or designee shall convene the Reconsideration Committee. The Committee shall meet in open session to review the issues raised, including:

- (a) distributing copies of the completed "Reconsideration Request" form and providing the complainant an opportunity to address the issue(s) of the challenge.
- (b) providing appropriate District employees the opportunity to address the reason(s) for selecting the material, the place the material occupies in the educational program, and its intended educational use.

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

Committee members directly involved in the selection of, with the use of, or directly involved when the challenge of the materials was initially raised, shall be excused from Committee membership during the Committee deliberation on said materials. The Superintendent may appoint a temporary replacement for an excused Committee member. The replacement shall be from the same category for the person excused. A committee member must be in attendance at all committee meetings in order to vote on a recommendation.

Step 4. A second open-session meeting will be held as soon as possible but within twenty (20) business days of the first session for the Reconsideration Committee to discuss the reconsideration issues raised and determine a recommendation to submit to the Board. The recommendation shall be one of the following: (a) not to remove the material, (b) to limit use of all or part of the material; or (c) to remove all or part of the material. The recommendation and rationale for the recommendation shall be immediately forwarded to the Board in writing.

Step 5. The Superintendent shall notify the complainant in writing of the Board's decision.

Step 6. If the complainant is not satisfied with the Board's decision, he/she may request that the reconsideration decision be placed on the next regularly scheduled Board meeting for a hearing. The Board has the right to determine whether or not to conduct the hearing or abide by their original decision. When a hearing is held, a maximum of twenty (20) minutes will be provided each side to present their findings. All material to be used by either side, other than that used in the previous formal hearing meetings, shall be presented to all parties, two (2) days prior to the Board hearing.

Step 7. Any person dissatisfied with the reconsideration decision of the Board may appeal to the State Board of Education, pursuant to Iowa Code Chapter 290.

03/17/08

Reviewed: 4/14/14, 10/14/19