

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MATERIALS

Objection to Materials:

LMC materials, which may be deemed by some as objectionable, may be considered by others as having sound educational value or worth. Any concerned District resident or employee may request reconsideration of school LMC materials; however, the challenged material will not be removed from circulation while the District's reconsideration process occurs.

1. If, after discussing the matter with complainant informally, no resolution to the problem of the challenged material has been made, the Library Media Specialist will ask the complainant to fill out the Materials Reconsideration Form, which is based on the form in, "The Student's Right to Read" published by the National Council of Teachers of English. The form is available from the principal and completed forms should be returned to the District Principal.
2. The Library Media Specialist shall inform the principal of any purely oral challenge to the LMC materials on the same day the complaint is made. The Library Media Specialist shall keep a written record of the complaint including the name of the complainant, title of the materials, and a synopsis of the event.

Reconsideration of Challenged Materials:

1. The Materials Reconsideration Committee shall be composed of the following individuals appointed annually in August:
 - a. an Administrator designated by the District Administrator
 - b. three (3) teachers (one (1) each from the high school, middle school, and elementary staff) designated by the principal
 - c. the chairman of the high school English department
 - d. the Library Media Specialist
 - e. a high school student council representative (for a challenge to high school LMC materials)
 - f. the reading specialist
 - g. two (2) community members appointed by the District Administrator

Organization of the Materials Reconsideration Committee:

1. The Materials Reconsideration Committee shall meet during the last week of September each year to review the procedures for reconsideration of challenged materials. The Administrative representative will call the first meeting of the school year.
2. The chairman and secretary of the committee will be elected at the first meeting of the committee.
3. Subsequent meetings shall be called at the discretion of the chairman or whenever a Materials Reconsideration form is received.
4. A record of all meetings shall be kept by the secretary and filed with the District Media Director.

When a Materials Reconsideration form has been returned completed, the challenged materials will be reviewed by a Materials Reconsideration Committee. The principal shall have five (5) working days to relay the reconsideration form to the committee.

Materials Reconsideration Committee Procedures:

1. Before meeting, the committee will read and examine the challenged materials, a copy of the reconsideration form, and copies of professionally prepared reviews provided by the Library Media Specialist.
2. The following procedures will be followed during the initial committee meeting:
 - a. Since this is a public meeting the complainant as well as other observers may attend the committee meetings.
 - b. The complainant may make an initial verbal presentation regarding the materials under consideration.
 - c. Observers may now be invited to voice their views; however, after those opportunities, the complainant and other observers may not participate in the committee's deliberations unless requested to do so by the chairman.
 - d. During this meeting or a subsequent one, the committee shall make its decision to remove or retain the material. The vote on the decision shall be by secret ballot.
 - e. The committee reserves the right to use outside expertise if necessary to help in its decision making process.

The committee's written decision by a simple majority shall be presented within 15 working days to the District Administrator who will see that implementation of the decision takes place. The District Administrator will notify the complainant in writing of the committee decision.

An appeal of the decision of the committee may be made by the complainant within two (2) weeks to the District Administrator and Board of Education. The Board and District Administrator make the final decision on the complaint. The decision will be made at the next regular meeting of the Board of Education or at a special meeting within 10 days of the second complaint. The Board reserves the right to use outside expertise if necessary to help in this decision making. The chairman will represent the Materials Reconsideration Committee at this meeting.

To ensure that any press coverage is accurate, the Administrative representative on the committee will provide information from the District's perspective. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material. 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.

Cross References: **Policy 361 Instructional and Library Materials Selection and Review**

Adoption Date: **pre 1976**

Date Revised: **10/17/1983; 10/17/1989; 3/17/1992; 10/19/1992; 4/20/1998; 10/18/2004;
4/18/2016**

Date Reviewed: