

I. PURPOSE

The purpose of this policy is to permit any resident or employee of the school district to formally challenge learning resources used in the district's educational program on the basis of appropriateness.

II. GENERAL STATEMENT OF POLICY

- A. The reconsideration of learning resources 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.
- B. No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee or upon a formal action of the School Board when a recommendation of a review committee is appealed to it.
- C. Any resident or employee of the school district may raise objection to learning resources used in a school's educational program despite the fact that the individuals selecting such resources were qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
- D. Building principals should review the selection and objection rules with teaching staff annually. The staff should be reminded that the right to object to learning resources is one granted by policies enacted by the School Board.
- E. ISD 194 recognizes the Library Bill of Rights adopted by the American Library Association. When learning resources are challenged, the principles of the freedom to read/listen/view must be considered as well. A copy of this document is available in each school media center.
- F. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
- G. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of licensed personnel involved in the original selection and/or use of the material.

III. RESPONSIBILITY

- A. The school receiving a challenge regarding a learning resource shall try to resolve the issue informally. If it is resolved, the Superintendent is notified. If it is not resolved, the Superintendent is notified and the person issuing the challenge is given the steps for a formal reconsideration.
- B. All challenges presented to staff members shall be reported to the building principal involved, whether received by telephone, letter, or an in-person conversation. The building principal shall inform the Superintendent of receipt of such challenges.

IV. PROCEDURES

A. Informal Request for Reconsideration

1. The principal shall contact the questioner(s) to discuss the challenge and attempt to resolve it informally.
2. The principal shall explain the district policy on the Selection of Learning Resources, the criteria used, and the qualifications of those persons who selected the challenged resource.
3. The principal shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
4. The principal shall inform the superintendent or designee of the outcome of the request for informal consideration.
5. The principal shall provide a written summary of the informal challenge to the Director of Curriculum, Instruction, and Assessment.
6. **If the questioner(s) wishes to file a formal challenge, the principal must provide a copy of policy F230 (Reconsideration of Learning Resources) and policy F160 (Selection and Adoption of Learning Resources).**

B. Formal Request for Reconsideration

1. Timeline

- a. Upon receipt of the Reconsideration of Learning Resources form, the questioner must file it within ten school days with the principal.
- b. The request shall be signed by the questioner(s) and filed with the principal before consideration will be given to the challenge.
- c. The Superintendent or designee shall receive a copy within two school days of receipt of the request.
- d. The Superintendent or designee informs the School Board chairperson.
- e. The Superintendent or designee forms the Reconsideration Committee.
- f. The Reconsideration Committee meets within 15 school days after the challenge is received by the Superintendent.
- g. The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the district's Selection of Learning Resources policy.
- h. Resolution shall be complete within 30 school days of the first meeting.
- i. The questioner(s) must receive a written copy of the resolution.

2. Reconsideration Committee Structure

- a. A media center staff member from the school involved appointed by the building principal.
- b. A building principal of the same level (elementary or secondary) of a school not involved in the formal challenge.
- c. A classroom teacher and/or department chairperson involved appointed by the building principal.
- d. A member of the School Board appointed by the Board Chairperson.

- e. Two representatives for a school PAC at the same level (elementary or secondary) not involved in the challenge, appointed by the building PAC President.
- f. Consultants may be called in to assist the committee.

3. Reconsideration Committee Procedures

- a. Examine the challenged resource.
- b. Determine professional acceptance by reading critical reviews of the resource.
- c. Weigh values and faults.
- d. Form opinions based on the material as a whole as well as on passages or sections taken out of context.
- e. Invite those involved in the selection of the resources to share their view.
- f. Discuss the challenged resource in the context of the educational program.
- g. Invite the questioner(s) of the challenged item to share their view.
- h. Prepare a written report with the resolution clearly stated.
- i. The Reconsideration Committee Chairperson provides a copy of the written report to the questioner(s).
- j. A copy of the resolution is given to the Superintendent and Director of Curriculum, Instruction, and Assessment.

4. Resolution

- a. The decision of the Reconsideration Committee is binding for the level of schooling.
- b. The written report shall be forwarded to the superintendent along with any minority report(s).
- c. The timeline shall be forwarded to the Superintendent.
- d. The Superintendent shall review the procedures followed and the findings of the Reconsideration Committee to verify that the provisions/timelines of this policy have been fulfilled.

C. Appeal Procedures

1. The questioner(s) must submit an appeal in writing to the Superintendent within ten school days of receipt of the resolution requesting a review by the School Board.
2. Within 30 school days, the School Board may affirm or reject the resolution of the Reconsideration Committee based on meeting timelines and procedures.
3. The School Board decision is binding.

Legal References: Minn. Stat. § 120B.20 (Parental Curriculum Review)
F160 Selection and Adoption of Learning Resources
F231 Parental Involvement in Curriculum-Content/Review/Objection

RECONSIDERATION OF LEARNING RESOURCES REQUEST

Statement of Concern About Educational Resources

This form is due to the building administrator within ten school days of receipt of this form.

Name _____ Date _____

Address _____ Phone _____

City/State/Zip _____

1. Resource on which you are commenting:

Book____ Magazine____ Newspaper____ Audiovisual Resource____

Textbook____ Content of Media Program____ Other____

Title_____

Author/Producer_____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific about those matters that concern you. (*Use other side if needed.*)

4. What action, if any, do you wish to result from this process?

5. What resource(s) do you suggest to provide additional information on the topic?