West Ada School District
EDUCATIONAL
PROGRAM
Series 600

Policy Title  Reconsideration of School Library, Classroom Library, and Supplemental Educational Resources

Policy No. 602.22

Guiding Principles
A. Any patron or employee of the school district may challenge learning resource used in a school's educational program. Reconsideration Committees, when considering a patron challenge, will use the selection criteria set forth in Policy 602.21 as a determining factor.
B. A parent or guardian has the right to request an alternative supplemental learning resource for his/her own child. No parent or guardian has the right to determine learning resources for students other than his or her own children.
C. Access to the challenged material shall not be restricted during the reconsideration process.
D. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

Request for Reconsideration at the School Site Level
The school receiving a complaint regarding a supplemental learning resource shall first try to resolve the issue informally.
A. In an informal meeting, the principal and other appropriate staff shall explain to the complainant the district’s selection procedure, criteria, and qualifications of those persons selecting the resource., and
B. The particular place the questioned supplemental resource occupies in the education program.
C. If an agreement is reached about the scope of the resource’s use in that building, then the complainant and building need to clearly state, in writing, the terms of the agreement. A copy of the agreement should be provided to the Standing Instructional Resources Committee.
D. If an agreement is not reached, and the complainant wishes to further challenge the use and placement of the resource, then procedures for the Standing Instructional Resources Committee should be followed within 30 operational school days.

Standing Instructional Resources Committee Guidelines
The Standing Instructional Resources Committee shall evaluate the challenged resource to determine if it meets the district’s selection criteria detailed in policy 602.21 and review the written history of the original concern. The committee will then make a recommendation. If the original complainant agrees with the committee’s recommendation, then the recommendation will be implemented district-wide. If an agreement is not reached, and the complainant wishes to file a formal challenge then all historical documentation shall be shared with the Formal Reconsideration Committee.

The Standing Instructional Resources Committee will be comprised of the following:
• The district library coordinator (chair)
- The appropriate subject area curriculum coordinator
- An elementary, middle school, and high school librarian (Volunteer two-year commitment)
- 1 teacher (Volunteer two-year commitment)
- 1 principal (Volunteer two-year commitment)

Request for Formal Reconsideration
If a complainant wishes to file a formal challenge, a dated cover letter requesting a response from the complainant within 10 school days, a copy of the district *Selection of School Library, Classroom Library, and Supplemental Educational Resources* policy and a *Request for Reconsideration of Resources* form shall be handed or mailed to the party concerned by the principal. All formal objections to a learning resource must be made on these forms, signed by the complainant and filed with the building principal or someone so designated by the principal.

The Reconsideration Committee
Within 10 school days of the receipt of a request for formal reconsideration of a supplemental learning resource, the superintendent or superintendent’s designee shall:

A. Appoint a reconsideration committee. At the secondary level the committee shall include the following membership: the building principal or other administrative designee, the teacher(s) and department head(s) directly involved with the learning resource, the school counselor (as needed), a district curriculum coordinator, the building media generalist and five parents. At the elementary level the committee shall include the following membership: the building principal or other administrative designee, the teacher(s) directly involved with the learning resource, the school counselor (as needed), a district curriculum coordinator, the district library coordinator and five parents. Parent members of the committees will be selected by the Board of Trustees and comprised of a maximum one parent from each zone, designated by the respective board member.

B. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received, giving the committee members an appropriate amount of time to read or examine the work in its entirety before the meeting. The reconsideration committee may consult additional district staff and/or community persons or parents with related professional knowledge.

C. The reconsideration committee shall review the challenged supplemental resource and judge whether it conforms to the principles of selection outlined in the district’s *Selection of Learning Resources* policy. At the first committee meeting, the committee shall:
   1. Determine professional acceptance by reading critical reviews of the resource if available;
   2. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
   3. Discuss the challenged resource in the context of the educational program;
   4. If the committee feels that no more discussion or information is needed, and the complainant has not requested permission to make a presentation to the committee, the committee may come to a decision at the first meeting.

D. At a subsequent meeting, the complainant may be given the opportunity to share their views. The final decision will be made at that meeting.

E. The decision will be made within the scope of the complaint and will include one of the following:
   1. The supplemental resource is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
2. The supplemental resource is compatible with the philosophy and criteria of this policy, but should be restricted to conditions specified by the committee.
3. The supplemental resource is not compatible with the philosophy and criteria of this policy and should be removed.

Resolution
A. The reconsideration committee shall prepare a written report.
B. The written report shall be retained by the Standing Instructional Resources Committee with copies forwarded to all District Directors. A minority report also may be filed.
C. The principal will notify the complainant of the decision. A summary of the written report shall be provided to the complainant.
D. The decision of the reconsideration committee is binding for all district schools.
E. Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the reconsideration committee to the Board of Trustees as the final review panel. A written appeal to the Board of Trustees must be filed within five school days of the discussion with the complainant. Within five school days after the receipt of the appeal, the District shall notify the complainant of the date of the meeting at which the appeal will be addressed.
F. Materials which have undergone a challenge may not be re-challenged until three calendar years after the recommendation of the committee.

Date of Revision: 09/08/09; 7/31/18

Legal Reference: Code of Idaho