



PROCEDURE

Reconsideration of Library and Instructional Materials CUR-P004

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1.0 SCOPE:

- 1.1 This procedure outlines the steps that a parent, guardian, or community member would take to request the reconsideration (exclusion) of library and instructional materials.

2.0 DEFINITIONS:

- 2.1 **Library and Instructional materials:** For the purpose of this procedure, library and instructional materials are defined as instructional content provided to the student through textbooks, supplemental texts, and library books regardless of format; encompassing printed or representational, audiovisual, and electronic or digital materials. This includes books, periodicals, newspapers, pictures, video, television recordings, internet sources, software, and audio recordings.

3.0 PROCEDURE:

- 3.1 Care is always exercised in selecting library and instructional materials; however, there might be occasions when a member of the community, family, staff, or a district administrator find certain classroom or library materials inappropriate and wish to request a reconsideration of their use. In such cases, the concerned party shall contact the teacher, librarian, or Library Media Assistant (LMA) and attempt to informally resolve the issue. The materials in question will not be removed from the classroom or library as a way to reach an informal agreement.
 - 3.1.1 A concerned family member who has educational rights for their student may request that their student not have access to specific books or periodicals. This request may be submitted in writing to the school administrator, teacher librarian, or library media assistant.
- 3.2 If the party is not able to resolve the concerns informally with the teacher, librarian, or LMA, they shall share their concerns with the building principal. The principal will try to resolve the matter informally using the Library and Instructional Materials Conversation Guide for Principals (CUR-P006) with the understanding that the materials will not be removed from their intended use. Additionally, the principal shall acknowledge receipt of all written or verbal requests for reconsideration of library and instructional materials throughout the process. If the concerned party and the principal are unable to reach an informal agreement, this formal process shall be followed:
 - 3.2.1 The concerned party will complete the form for Request for Reconsideration of Library and Instructional Materials and submit it to the school principal. If the principal is raising the concern, he/she should also complete the form.
 - 3.2.2 The principal shall notify all staff members who are directly involved in the request.
 - 3.2.3 The principal shall forward the "Request for Reconsideration of Library and/or Instructional Material (CUR-F019)" and other relevant documentation to the Director of Curriculum and Instruction.
 - 3.2.4 The principal and the Director of Curriculum and Instruction will ensure that the materials in question continue to be used for their designated purpose until the formal procedure is complete.
 - 3.2.5 The Director of Curriculum and Instruction shall notify the Executive Team of the request for reconsideration.
 - 3.2.5.1 The Director of Curriculum and Instruction may decide to independently evaluate the material in question against our Library Materials Selection Work Instruction (CUR-W014). If the Director of Curriculum and Instruction determines that the selection process was not followed, as outlined in CUR-W014 they will determine the appropriate placement for the materials and no further action is necessary. If the selection process outlined in CUR-W014 was followed, they will advance the Request for Reconsideration as outlined in CUR-P004.



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- 3.2.6 Final action on a request shall be taken by the administration no later than 25 school days after the principal receives the completed "Request for Reconsideration of Library and Instructional Material (CUR-F019)".
- 3.2.7 The individual making the request for reconsideration may withdraw the request at any time during the review process.

3.3 Establishment of a Review Committee

- 3.3.1 The Director of Curriculum and Instruction will establish a Review Committee and serve as chair. The membership shall be representative of the school district by including teachers from the same grade level or subject at which the material(s) is being used, members of the community, parents/guardians, district librarians, and a principal(s). Members of the community and parents/guardians will be invited from established district-community groups (e.g., District Equity Committee, SIA Advisory Committee, Native American PAC, Migrant PAC, and Special Education Parent Advisory). In some cases, these committee members may fulfill the dual role of community representative and parent/guardian. The committee may also include students. There shall be an odd number of participants on the committee, with the specific number of representatives dependent upon the nature and use of the material in question.

- 3.3.1.1 The Committee Chair will facilitate the process as a non-voting member.

3.4 Committee Review Procedure

- 3.4.1 Committee members will receive copies of the completed Library and Instructional Materials Conversation Guide for Principals (CUR-P006) and the Request for Reconsideration of Library and/or Instructional Material (CUR-F019).
- 3.4.2 Opportunity will be afforded the party questioning the material to meet with the Committee and present their opinions. Committee members may ask the presenter(s) clarifying questions to better understand their position.
 - 3.4.2.1 If interpretation is required for the questioning party, the school district will provide a district or contracted interpreter.
 - 3.4.2.2 The Committee Chair will communicate to the questioning party the number of participating committee members and the number of support staff such as note taker(s), process observer(s), or media partners.
 - 3.4.2.3 The Committee Chair will share with the questioning party the questions that the Committee will discuss to evaluate the request.
 - 3.4.2.4 The Committee Chair will notify the questioning party that they may bring one guest. An accompanying guest is not a requirement.
- 3.4.3 The Committee will review the material in question in its entirety and form opinions based on it as a whole with care not to reflect on passages taken out of context. The Committee should take into account the applicable instructional objectives and materials selection criteria as well as the age and development of the students using the material.
- 3.4.4 The Committee will participate in a confidential vote to retain the materials, remove the materials, or move the materials to a different level or location.
- 3.4.5 The Committee will formulate their recommendations and prepare a written report for the Executive Team using the Library and Instructional Materials Reconsideration Review Committee Report (CUR-F030). This report will present both majority and minority opinions and include a recommendation to retain the material in its original location, to relocate the material to an advisory location, or to remove the material.



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- 3.4.6 If the majority report is supported by less than $\frac{2}{3}$ of the committee, then the Executive Team shall convene a three-person panel of two executive administrators from the appropriate level and the Director of Curriculum and Instruction. The panel will make a final decision regarding the material under reconsideration.
- 3.4.7 The final decision made by the Review Committee or the Executive panel is not open to appeal.

3.5 Action Taken

- 3.5.1 Disposition of the request shall be made known to all parties in the action including committee members, the party submitting the request, the principal, librarians, the teacher involved, and all teachers in that subject area.
- 3.5.2 The final decision shall be sent to all district administrators.

4.0 ASSOCIATED DOCUMENTS:

- 4.1 CUR-F019-Reconsideration of Instructional Material
- 4.2 CUR-F030-Library and Instructional Materials Reconsideration Review Committee Report
- 4.3 CUR-P006- Library and Instructional Materials Conversation Guide for Principals

5.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
List of adoption committee members	Library Media Services Office	2 years	Shred or delete	Office locked when closed
Physical and electronic artifacts	Library Media Services Office	2 years	Shred or delete	Office is locked when closed; electronic records stored in File System

6.0 REVISION HISTORY:

Date	Description
03/11/22	New procedure
05/10/22	Added information about questioning party participation, option for a family to prohibit book checkout for their student, and minor revisions

7.0 APPROVAL AUTHORITY:

- 7.1 Director of Strategic Initiatives