

LIBRARY/RESOURCE CENTERS**A. Purpose and Scope**

To provide guidance and direction for handling challenges to instructional materials.

B. General

The principal and/or certificated library media specialist receiving a complaint regarding learning resources shall try to resolve the issue informally.

1. The principal and/or certificated library media specialist shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The principal and/or certificated library media specialist shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use.

C. Forms and References

If the complainant wishes to file a formal challenge, the principal will provide him/her a copy of the district Selection of Learning Resources Policy and a Citizen's Request for *Reconsideration of Instructional Materials for (Exhibit A)*.

Other References: The American Library Association Library Bill of Rights; American Association of School Librarians School Library Bill of Rights; National Council of Teachers of English "Freedom to Read" Resolution; Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights.

D. Procedure

Request For Formal Reconsideration – Preliminary Procedures:

1. The principal or certificated library media specialist at each site will keep on hand and make available *Citizen's Request For Reconsideration of Instructional Materials* forms.
2. The *Request for Reconsideration of Instructional Materials* forms shall be signed by the complainant and filed with either the principal or certificated library media specialist, who will forward it to the principal.

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3. The appropriate assistant superintendent and the director of instructional media services shall be informed immediately of any formal complaint received.
4. Requests for reconsideration of instruction materials shall be referred to a district reconsideration committee for reevaluation of the resource.

Reconsideration Committee:

1. Upon receipt of a formal request for reconsideration of a learning resource, the Superintendent or his designee shall:
 - a. Refer the request to an annually appointed Reconsideration Committee, including at least five members from the following areas as appropriate:
 - i. One representative administrator appointed by the Assistant Superintendent for Instruction.
 - ii. One member of the school teaching staff chosen by the school staff
 - iii. One member of the Curriculum Council
 - iv. One certificated library media specialist
 - v. One member of the School Site Council (SSC) chosen by the School Site council or parent group
 - vi. At the secondary level one student selected by the student council.
 - b. Name a Chair of the Reconsideration Committee
 - c. Convene a Reconsideration Committee meeting within 30 working days after the complaint is received.
2. The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the Policy, Selection of Learning Resources.

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Resolution:

1. The Reconsideration Committee shall:
 - a. Examine the entire challenged resource.
 - b. Determine professional acceptance by reading critical reviews of the resource.
 - c. Weight values and faults and form opinions based on the materials as a whole rather than on passages or section taken out of context.
 - d. Discuss the challenged resource in the context of the educational program.
 - e. Discuss the challenged item with the individual complainant and other interested individuals when appropriate.

E. Reports Required

The Reconsideration Committee shall prepare a written report.

1. The committee report shall be given to the assistant superintendent of instructional services.
2. The committee shall inform the site principal and library media staff, and notify the complainant and other interested individuals of committee recommendations.

F. Record Retention

1. The written report shall be retained by the school principal, with copies forwarded to the assistant superintendent for instructional services. A minority report from dissenting committee members(s) may also be filed.
2. Written reports, once filed, are confidential and available for examination by board members and appropriate officials only.
3. The decision of the Reconsideration Committee is binding for the Tracy Unified School District.

TUSD Adopted:

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4. When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for the adoption cycle of the current state framework for concerned discipline.
5. If the challenged material has been adopted by the County Board of Education, the superintendent or designee may forward the complaint, without action, to the office of the county superintendent of schools for reevaluation and decision.

G. Responsible Administrative Unit

Instructional Services

H. Approved By

Assistant Superintendent for Instructional Services