

Boone County Schools – Materials Reconsideration Policy for Steeplechase Elementary School

The media centers of Boone County Schools fully support the First Amendment of the Bill of Rights, the American Library Association's Library Bill of Rights, and the concept of intellectual freedom. Our school media centers do not support any one idea, philosophy, or perspective. Using the terms described in each school's Selection/Collection Development Process, every effort is made to include items in the collections that are age appropriate for students. Every individual has the right to seek information from all points of view without restriction. The responsibility for the individual choice of reading materials by minors rests with the parent or legal guardian.

We have established procedures for the reconsideration of materials in our library collections. We welcome our school community to discuss with us our selection process when a question arises concerning resources available to students. All complaints about library materials or challenges to library materials will be recorded by the Library Media Specialist for reference purposes and reported to the principal.

Individuals wishing to formally challenge materials for reconsideration must read/view the material in its entirety before following the steps below.

STEPS FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

1. A Request for Reconsideration of Library Collections Form must be requested from the school principal. The challenged material will remain in circulation until the process is complete.

** Requests for reconsideration are limited to those living within Boone County, Kentucky or to those that have a child(ren) that attends Steeplechase Elementary School at the time of the reconsideration request. Proof of address from complainant should be provided and will be verified prior to moving to step 3 below.

** Households are limited to one (1) reconsideration request per 30 calendar days with a maximum of five (5) reconsideration requests during an academic year.

2. The complainant will submit the completed form to the school principal. The principal will inform the school superintendent of the request for formal reconsideration.

3. The principal will form and chair a reconsideration committee within one (1) week of receiving the Request for Reconsideration. This committee shall consist of: the principal, two (2) certified faculty members, one of which is the LMS, and two (2) objective community members/parents. Once formed, the principal will forward the Materials Reconsideration Policy, the Request for Reconsideration, along with the material(s) in question to the committee members for review.

4. A meeting of the committee will be held within 15 working days after the committee is formed. The committee will read the Request for Reconsideration of Instructional Materials, as well as review the material(s) in question.

5. Committee members will form an opinion on the material(s) as a whole and reach a consensus decision to retain or remove the material(s). In the case that a consensus cannot be reached, a vote will be taken and majority rules.

6. The school principal will complete a report of the committee procedures and decision. This will be submitted to the Superintendents of Learning Services, with a copy sent to both the superintendent and the complainant.

Request for Reconsideration of Instructional Materials

The school board of Boone County Schools has delegated the responsibility for selection and evaluation of library collections to the school library media specialist/SBDM, and has established reconsideration procedures to address concerns about those materials. Prior to completing this form, the material in question must be read in its entirety. Completion of this form is the first step in those procedures. If you wish to formally request reconsideration of library collections available to students, please return the completed form to the school principal.

Name _____ Date _____

*Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent: Self? _____ Organization? _____ Name of Organization: _____

Material Type: _____ Book _____ Digital Media _____ Other (please specify): _____

Title _____

Author/Producer _____

1. Have you had the opportunity to discuss this material with the library media specialist?
2. What brought this material to your attention?
3. Have you examined the material in its entirety?
4. What specific concerns do you have about the material? (use other side or additional pages to cite passages/page numbers/sections explaining your concerns)
5. In what way do you feel students would be negatively affected by this material?
6. What do you suggest the library/school/district do concerning this material?
7. Do you have any other information you would like to provide?

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Reconsideration Committee Members:

- Based on the First Amendment, the freedom to read is essential to our democracy. Allow these principles and the [freedom to read](#) to guide your decision rather than in defense of individual materials.
- Read or view all materials in question referred to you, available reviews, and notices of awards, if applicable. Consult standard evaluation aids and the Boone County Selection policy.
- Review professional guides such as the [Intellectual Freedom Manual](#).
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- While it may be prudent to state what area/role a committee member represents in the makeup of the committee (ie, teacher, librarian, community member, administration, parent, etc), the personal identification of each member should remain anonymous to protect the objectivity of the deliberation.
- The reconsideration committee meeting may be closed depending on state law and local practice. While public comments may be useful, these comments should be directed to the principal, director or governing body.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's selection policy.
- The committee's report, presenting both majority and minority opinions, should be presented to the governing body or administrator, as directed in the reconsideration process, with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 2/6/2023

Date(s) Reviewed or Revised: