

1 Great Falls School District

2
3 **INSTRUCTION**

2314

4
5 Instructional or Library Material Review

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7 No materials selected and placed in a District Library in accordance with Policy 2309 or selected
8 and utilized for instruction in accordance with Policy 2311 shall be removed, aside from the
9 regular library collection maintenance procedure outlined in Policy 2309, except upon formal
10 action of the Board of Trustees to adopt the recommendation of a reconsideration committee as
11 provided in this policy.

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13 Instructional or Library Materials, for the purposes of this policy, are considered to be any
14 material purchased by the District in accordance with Policy 2309 or Policy 2311 for use in
15 classroom instruction, school library programming, or by teacher or student in the course of
16 instruction or educational services. Materials not covered by this definition may be subject to the
17 Uniform Complaint Procedure at Policy 1770.

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- 19 • A parent or guardian of a student enrolled in the District may submit a request, in writing,
20 to reconsider a single instructional or library material. Single material means individual
21 items such as a book, an audio book, an eBook, a video, a DVD, a map, a periodical
22 subscription, or a CD. An item may have multiple volumes and be considered a single
23 item.
 - 24 • The District will consider a maximum of three (3) active requests in any given period. If
25 a request is submitted and three active requests are pending, the newly submitted request
26 will be placed in a queue to be considered when pending requests are completed.
 - 27 • All concerns about instructional or library materials shall first be raised with the
28 applicable District employee. Upon receipt of the concern the employee shall notify the
29 administration.
 - 30 • The employee and administration shall attempt to resolve the complaint informally by
31 explaining the philosophy and goals of the school district, the applicable material
32 selection procedure, and the qualifications of those responsible for selecting the materials.
 - 33 • If the concern is not resolved informally, the complainant shall be supplied with a packet
34 of materials consisting of the District's Library Program Policy 2309, the Instructional or
35 Library Materials Review at Policy 2314, and any other applicable documents. The
36 packet will also include a standard printed Request for Reconsideration form, which shall
37 be completed and returned to the administration prior to initiation of the reconsideration
38 process.
 - 39 • If the administration has not received the formal request for reconsideration within two
40 weeks of issuance of the information packet, the matter shall be considered closed and
41 may be reinitiated through another informal discussion. This timeline may be extended
42 for circumstances deemed necessary by the administration.
 - 43 • Upon receipt of a completed Request for Reconsideration form, the administration will
44 convene a committee of five (5) to consider the complaint. This committee shall consist of
45 a curriculum specialist employed by the District, a school librarian, an administrator, a teacher, and
46 a parent representative involved who is not associated with the reconsideration request. The

1 administration is authorized to consult with legal counsel when a Request for
 2 Reconsideration is received. The item subject to the reconsideration request shall remain in
 3 general circulation pending completion of the reconsideration request process.

- 4 • The committee known as the Reconsideration Committee shall meet to discuss the
 5 requested material following the guidelines set in this Policy and shall prepare a report on
 6 the materials containing the recommendations on the disposition of the matter. The
 7 Reconsideration Committee may hear more than one request for consideration. The
 8 meetings of the Reconsideration Committee are open to the public in accordance with
 9 Policy 1400.
- 10 • The Reconsideration Committee shall:
 - 11 ○ Examine the material identified in the reconsideration request in its entirety to make
 12 decisions based on the material as a whole rather than on selections taken out of
 13 context.
 - 14 ○ Determine professional acceptance of the material through comprehensive
 15 analysis of critical professional reviews.
 - 16 ○ Consider the value of the material in the context of the educational program
 17 consistent with the purpose, standards, and requirements outlined in Library
 18 Program Policy 2309 or Instructional Materials Policy 2311.
 - 19 ○ Hear a presentation from a spokesperson from both sides of the issues with the
 20 committee retaining the ability to ask clarifying questions if needed.
 - 21 ○ Prepare a written report outlining the findings and recommendations of the
 22 Committee.
- 23 • The Committee shall submit the report to the Superintendent or designee for
 24 administrative level decision on the request for consideration. The Superintendent's
 25 decision shall be issued in accordance with this Policy. If the parent or guardian bringing
 26 the request is not satisfied with the Superintendent's decision, the parent or guardian may
 27 request further review by the Board of Trustees.
- 28 • The Board of Trustees will consider a request for review of a Superintendent's decision
 29 on a Request for Reconsideration at a special Board meeting. The Board may affirm or
 30 reject the decision of the Superintendent through a motion adopted by the Board
 31 following a hearing held in accordance with Policy 1400.
- 32 • If the Board adopts a motion to retain the material that is the subject of the complaint, the
 33 complainant shall be given an explanation consistent with this Policy. If the Board adopts
 34 a motion to remove the material or otherwise adjust circulation of or access to the
 35 material, the Superintendent will acknowledge and honor the motion. The Board holds the
 36 authority to refer the reconsideration question to the Superintendent or Reconsideration
 37 Committee for further review consistent with the Board's directives.
- 38 • The Superintendent or designee shall notify the requesting parent or guardian of the
 39 decision. The notification shall include an explanation of the book selection and
 40 reconsideration process, provide the guidelines used for selection and reconsideration, and
 41 cite authorities used in reaching the decision issued.

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 43 Cross References:

44 Policy 1770

Uniform Complaint Procedure

45 Policy 2309

District Library Program

46 Policy 2311

Instructional Materials

1 Legal References:

2 Article II, Section 7 Montana Constitution Freedom of Speech

3 Article X, Section 1 Montana Constitution Educational Goals and Duties

4 First Amendment United States Constitution Freedom of Speech

5 § 20-4-301, MCA Duties of a Teacher

6 § 20-7-203, MCA Trustee's Policies for School Libraries

7 § 20-7-204, MCA School Library Book Selection

8 § 20-7-601, MCA Free Textbook

9 § 20-7-602, MCA Textbook Selection and Adoption

10 § 40-6-701, MCA Interference with Fundamental Parental Rights
11 Restricted

12 § 49-2-307, MCA Discrimination in Education

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14 Policy History:

15 Adopted on: August 19, 2024