

Dupree School District	NEPN Code: IIAC-E(1)
Policy Manual	

Procedures for Reconsideration of Materials

1. Objection to a library selection must be made by a student in our school or by their parents/guardians.
 2. Be courteous and inform the patron of the reconsideration process. Make no commitments.
 3. Give the patron a copy of the policy and the reconsideration form. Make sure they understand that the form must be completed, signed and returned within 10 days to the principal otherwise the matter is considered closed. If there is more than one challenged item involved, a form for each must be filled out and will be reconsidered one selection at a time.
 4. Notify the Principal and Superintendent that an objection has been made and review the policy together.
 5. Upon receipt of the form, the principal should notify and provide a copy of the reconsideration form to the following.
 - Superintendent
 - School librarian
 - The Reconsideration Committee
 6. The work in question will remain on library shelves and in circulation until a formal decision is made.
 7. The Reconsideration Committee will be appointed by the principal and consists of a teacher, an administrator, a school librarian, a language arts teacher and a member of the community who are familiar with that age-level of literature. The makeup of the committee may vary as to the availability of these members.
 8. The school will secure copies of the resource for the committee to review.
 9. The reconsideration committee will meet to review the concerned media within 15 school days.
 10. The review procedure will be completed within 30 days of the first committee meeting.
 11. The final report is to be filed, and a copy sent to the complainant.
 12. Appeals may be made through the Superintendent to the Board of Education for a final decision.
- ** Circulation records are considered school records, and the Family Educational Rights and Privacy Act does apply to them.**

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