

Timberlane Regional School District	Policy Code: KEC-R
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RECONSIDERATION OF LIBRARY OR INSTRUCTIONAL MATERIALS

Objections to library or instructional materials may be made despite the care taken to follow school board policies on such selections.

Any resident and citizen of the four towns that comprise the Timberlane Regional School District (Atkinson, Danville, Plaistow, and Sandown) who objects to any library or instructional materials currently in use shall address all concerns to the building principal. If the concern pertains to a library resource, the principal will inform and involve the school librarian in all future steps to this procedure.

The principal (and librarian in the case of a library resource) will first arrange to meet with the resident complainant. At that time, the principal will provide the complainant with the opportunity to read, view, or listen to the work in question. Also, during this meeting, the principal (and librarian in the case of a library resource) will inform the complainant of the philosophy and goals of the school. If, after this review and a meeting/discussion with the building principal (and librarian) the resident wishes to request a reconsideration of the district's use of the library or instructional material, the following procedures shall be followed:

1. The principal will send the following School Board policies and procedures to the resident:
 - a. KEC, KEC-R, and KEC-X– Reconsideration of Library or Instructional Materials,
 - b. IJL and IJL-R – Library Materials Selection and Adoption, and
 - c. IJ and IJ-R – Instructional Materials and Instructional Materials Selection and Adoption

2. The resident complainant shall complete form KEC-X, “Citizen’s Request for Reconsideration of Instructional Materials,” in its entirety. The completed form must be submitted to the building principal.

3. The Superintendent of Schools will establish an Instructional Book/Materials Review Committee within ten (10) working days of receipt of the completed “Citizen’s Request for Reconsideration.” The Superintendent shall appoint members of this committee along the following guidelines. The committee will be chaired by the Assistant Superintendent, and comprised of a minimum of seven (7) members, with the total number of members remaining odd:
 - a. Assistant Superintendent
 - b. School Library Media Specialist
 - c. Principal or Assistant Principal
 - d. Teacher(s) or other district employee(s)
 - e. Two (s) citizens not professionally related to the school system
 - f. Student(s) (For high school materials only)

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4. The Instructional Book/Materials Review Committee will:
 - a. Read, view, and/or listen to the challenged material in its entirety, not just isolated sections;
 - b. Determine the general acceptance / acceptability of the materials by reading reviews and professionally prepared selection aids;
 - c. Re-examine the materials in question in light of the district’s philosophy, selection criteria, and curriculum goals and objectives;
 - d. Weigh the material’s literary value and shortcomings and decide on acceptability based on the material as a whole and not on individual sections out of context;
 - e. Provide an opportunity for the resident complainant to make an oral and/or written presentation to the Instructional Book/Materials Review Committee if s/he so requests;
 - f. Prepare and submit a written report to the Superintendent. The report shall include a decision to remove or keep the challenged library or instructional material within the school’s classrooms or library. The report must be signed by the Chair of the Instructional Book/Materials Review Committee and submitted within twenty-five (25) working days after the committee was initiated;
 - g. For instances where multiple library or instructional materials are submitted for review, the following shall apply:
 1. The Assistant Superintendent may designate additional administrative staff to chair material review committees as needed.
 2. Once two (2) active reconsideration requests have been made, the Assistant Superintendent may request that the Superintendent grant an additional 10 working days per book or instructional material, to begin at the conclusion of the previous review. If granted, the Superintendent will notify the complainant of the adjusted timeline for review.
 - h. During the reconsideration process, the library or instructional materials will remain in use unless the selection committee votes to remove or restrict the material until a final decision is made.
5. The Superintendent will forward a copy of the report and decision of the Instructional Book/Materials Committee to the school principal and resident complainant who objected to the library or instructional material, within five working days of receiving the report from the committee.
6. If the resident complainant is dissatisfied with the decision of the Instructional Book/Materials Review Committee, the next step is to submit a written request for reconsideration, to the Superintendent of Schools for action. The Superintendent shall review all information contained in the report, along with form KEC-X, which was completed by the complainant at the start of this process. The Superintendent will inform the complainant in writing of his/her decision within ten (10) working days of receiving the request for reconsideration.

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7. The resident complainant has the right to appeal the decision of the Superintendent of Schools to the School Board. In this case:
 - a. The resident complainant must submit written notification of the resident's intent to appeal the decision to the Superintendent within ten (10) working days of the resident's receipt of the Superintendent's decision.
 - b. The Superintendent and resident complainant shall determine a mutually agreed upon date and time for a hearing with the School Board. This hearing shall be publicly noticed.
 - c. Upon the conclusion of the hearing, the School Board may elect to deliberate at that time or at a future date.
 - d. Once the Board has rendered a decision, the Board will provide notice of their decision in writing to all concerned parties within thirty (30) days from the date of the hearing.

8. The decision of the School Board is final, and the instructional material or library resource in question cannot be reconsidered again for a period of four (4) years from the date of the final decision report. The Board may waive this portion of the procedure at any time if new or substantially different objections are raised for previously reviewed material.

Appendix KEC-X