

	ABERDEEN SCHOOL DISTRICT	NEPN Code: KEC-R
	POLICIES AND REGULATIONS	

RECONSIDERATION OF MATERIALS - REGULATIONS

This procedure is for the purpose of considering opinions of those persons in the schools and community who are not directly involved in the selection process of library/media resources and materials.

COMPLAINTS

Any resident, employee or parent of a child attending the Aberdeen School District may object to any print or non-print materials/resources by completing the form, Request for Reconsideration of Material.” Form KEC-E is available on the District website under School Board policies. This request must be signed and returned to the building principal.

REQUEST FOR INFORMAL RECONSIDERATION

1. The principal shall inform the Superintendent or his/her designee and the librarian that a complaint has been received.
2. The professional trained library personnel shall attempt to settle the issue by:
 - a. Reviewing/reading the material and the written Request for Reconsideration of Material.
 - b. Providing a written determination to the principal.
 - c. Offer options that limit the complainant's child access to specific topics, themes, or titles, without limiting the access of other students.
3. The building principal will inform the complainant of the informal reconsideration decision within ten (10) school days.

REQUEST FOR FORMAL RECONSIDERATION

1. If the complainant is not satisfied with the informal reconsideration, the complainant may request further review of the material through a Reconsideration Committee. The Reconsideration Committee shall consist of the following persons, assigned by the Superintendent or his/her designee.
 - a. A trained professional library staff member
 - b. A building principal
 - c. A teacher
 - d. Two parents or community members
2. Each member of the Reconsideration Committee shall read or view the material in question in its entirety. Members of the Committee shall be given the “Checklist for Reconsideration of Library/Media Materials” and a copy of the written complaint to assist them in objectively reviewing the material in question. The Committee shall be presided over by the Superintendent's designee with one member appointed as recorder. Each member of the Committee has one vote and a simple majority carries an issue.
3. As soon as all members of the Reconsideration Committee have read/reviewed the material, a meeting will be held to discuss the material and the complaint. Within ten school days after the Committee has met, a written decision of the Committee shall be given to the Complainant, principal, and the librarian.

APPEAL

The Reconsideration Committee's decision may be appealed by submitting a written request to the Superintendent. The Superintendent shall review the Reconsideration Committee determination and if found to be procedurally in error, shall ask the Superintendent's designee to form a new Reconsideration Committee. The Superintendent shall have the right to uphold or overturn the Committee's decision. Either the complainant or the Committee shall have the right to appeal the decision to the School Board. If such further appeal is desired, a hearing shall be held before the School Board at the next regular meeting of the School Board after members of the School Board have had an opportunity to read or view the challenged materials. Both the complainant and the representative(s) of Reconsideration Committee will have the opportunity to present testimony before the School Board's hearing on the matter.

Within ten (10) days following the hearing before the School Board, a written determination by the Board shall be given to the complainant.

ADOPTED: March 13, 2000
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