

INSTRUCTIONAL MATERIALS
RECONSIDERATION POLICY

The Board of Education of the De Soto School District reserves to itself the final responsibility for all library and instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the professional staff will be defended. When citizens have concerns about particular courses, library or instructional materials, the instructor whose course or instructional materials has been questioned shall be the first to reply to the complaint.

If the complainant is not answered to his/her satisfaction, they will be asked to state those concerns in writing. Staff will follow specific procedures relating to complaints and reply in writing. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon the criteria for selection of library and instructional materials. During the time of the reconsideration process, the materials in question will not be removed or changed in any way.

The following procedures for a complaint should be followed:

- A. Be courteous, but make no commitments.
- B. Invite the complainant to submit a formal "Request for Reconsideration of Materials"
- C. Inform the principal and other appropriate personnel.
- D. Upon receipt of the completed form, the administration will be notified that a review is to be done. A review committee will meet within fifteen working days, and will consist of the media personnel, appropriate teachers, principals, administrators, and a representative from the community.
- E. The review committee will take do the following steps after receiving the challenged materials:
 1. Read, view or listen to the material in its entirety. (Examine the material as a whole, not passages pulled out of context.)
 2. Check recognized selection aids for evaluations of the material.
 3. Weigh the strengths and weaknesses of the material and form opinions based on selection criteria and relevance to the curriculum.

4. File a copy of the committee's recommendation with the administrative offices.
- G. The superintendent or his/her designee will inform the complainant of the recommendation of the review committee.
- H. A written appeal may be made to the superintendent concerning the review committee's recommendation.
- I. A written appeal may be made to the Board of Education concerning the review committee's recommendation.
- J. Retain or withdraw the challenged material as mandated by the decision of the Board of Education.

The District shall not discriminate in selection and evaluation of instructional and library materials or media on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be handled in accordance with established procedures.

LEGAL REF.: Sections 118.13, 121.02(1)(h) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code
PI 8.01(2)(h) of the Wisconsin Administrative Code

CROSS REF.: 411-Rule – Student Discrimination Complaint Procedures
331 – Parent Rights and District Programs/Activities
Library Bill of Rights, American Library Association
School Library Bill of Rights, American Association of School Librarians
Freedom to Read, American Library Association
Student Discrimination Complaint Procedures

APPROVED: December 11, 2006
