NSD 131 Library and Supplemental Material Reconsideration Procedure

**Level 1**

* Informal meeting shall take place between Teacher and/or Librarian and Building-Level Administrator. School personnel shall describe the procedure, criteria and/or rationale behind the selection of the material during this meeting, including sharing the **Selection Procedures for Supplemental Materials** info sheet.
* If a resolution is agreed upon, a written copy of the agreement will be provided to the **Standing Reconsideration Panel.**
* If a resolution is not attainable, complainant will be provided a Request for Reconsideration Form to be filled out and turned in to the Building Principal.
* Building Principal will forward Request of Reconsideration Formto the Standing Reconsideration Panel.

**Level 2**

* Standing Review Panel to be appointed by the Superintendent or Designee will meet once a month during the school calendar to consider any new Request for Reconsideration Forms.
* Gather and review relevant and historical information concerning the selection of the material and will review the Complainant Reconsideration Form. The committee will then make a recommendation.
* Panel will provide a short-written report addressing the findings regarding concerns of material, value found in material and the panel's decision. The report will be shared with the complainant and District-Level Administration.
* If complainant is not agreeable to panel outcome, they may request Level 3 Panel review. Complainant has 14 calendar days to submit request for Level 3 Panel Review. No response from complainant after 14 calendar days will be considered that Level 2 decision is agreeable.

**Level 3**

* Within 10 District School days of receiving a request for Level 3, Superintendent or Designee will convene a Focused **Reconsideration Panel.**
* Within 10 District School days of the panel being formed, the first panel meeting will be held. During the 10-day window, the panel will be tasked with reading material and gathering any other necessary information regarding the material.
* During first meeting, the panel will compare and evaluate the material according to the Criteria for Selection of Library/Supplemental Materials. Discuss the challenged material as a whole and weigh the value and faults in the context of education.
* A second meeting may be held if complainant wishes to present their views. Complainant must inform the Panel before the first meeting of their intention to present.
* At the end of the first or second meeting, the panel will make a decision based on the **Three Identified Outcomes.**
* If complainant is not agreeable to the panel outcome, they may submit a Written Appeal to the Board of Trustees. Complainant has 14 calendar days to submit request to the board.

**Level 4**

* Written Appeal to the Board of Trustees for Review and Decision.

Material Reconsideration Descriptions and Important Information

**Guiding Principles:**

* Any resident or employee of the school district may formally challenge library materials used in the district’s school or classroom libraries.
* Parents/Guardians have the right to determine appropriate materials for their children and families. NSD encourages parents to contact the school librarian and/or staff to discuss if an alternative material/resource is wanted. Parents/Guardians do not have the right to restrict materials/resources for other students.
* Panels will use the selection criteria listed in the Selection Procedures For Supplemental Materials as a guide to review and make their decision.
* Materials (will remain available/will remain with restrictions/will be temporarily removed) during the Reconsideration Process.
* Level 3 and/or Level 4 decisions stand for 3 calendar years and may not be re-challenged in that time period.

**Three Identified Outcomes for Panel Decisions:**

1. Resource/Material is deemed appropriate and should stay in circulation with no restrictions.
2. Resource/Material is deemed to have educational value and is appropriate for certain populations and should stay in circulation, but **with restrictions**. (Panel tasked with listing restrictions)
3. Resource/Material is deemed inappropriate for the Nampa School District and shall be removed from circulation.

**Standing Reconsideration Panel:**

* To be appointed by Superintendent or Designee.
* Consist of the following members: Director of C & I, **1** District Librarian, **2** Teachers (Elem, Secondary), **2** Building Admin (Elem, Secondary), **1** Parent or Community Member.
* 2-year Commitment.

**Focused Reconsideration Panel:**

* To be appointed by the Superintendent or Designee and will consist of the following members: **Building Level** – Principal (or designee), classroom teacher, librarian. (Principal may include Counselor and/or Instructional Coach if deemed reasonable). **District Level:** District Level Content Specialist, Representative from the Special Education or Federal Programs Department. Superintendent or Designee will ask the Board of Trustees to select **5 Parents**, 1 parent representing each Zone.
* Complainant is welcome to attend panel meetings but is not a member of the panel. As stated in Level 3, they do have the right to request to present to the panel at a second meeting.

**Selection Procedures for Nampa Public School Supplemental Materials**

The Nampa Public School District libraries shall be an instructional resource responsible for providing information and services to all students and staff that enhance their educational and individual experiences. Materials shall offer opportunities for intellectual freedom as well as academic and personal growth. District libraries shall contain a variety of materials that support and enrich our current curriculum. Libraries will help teachers prompt curiosity in students, which leads to individual learning, creativity, and research. Libraries will promote literacy and the enjoyment of reading beyond the school day.

**Objectives of Selection:**

1. Support the instructional goals and informational needs of students and staff.

2. Offer students and staff a collection of materials that will serve as an integral part of the curriculum and generate understanding of the American freedoms ~~and~~ which meet the needs and interests of the students and staff served.

**Responsibility for selection:**

Board Policy 2510 gives the responsibility for material selection to the building principal. The principal may further delegate the responsibility to the librarian in the school.

**Criteria for Selection of Library/Supplemental Materials**

The librarian will select resources in all formats for the library, utilizing but not limited by the following criteria:

* Essential to the instructional goals and standards, as well as the curricular and extracurricular programs of each school and the district.
* Appropriate for the subject area, reading level, emotional development, ability level, learning styles, and social development of students. Professional reviewing sites, such as [School Library Journal](https://www.slj.com/), [Goodreads](https://www.goodreads.com/), [AR bookfind](https://www.arbookfind.com/UserType.aspx?RedirectURL=%2fdefault.aspx) or [Common Sense Media](https://www.commonsensemedia.org/) will be used to assist in determining the appropriateness of materials.
* Reflects creative interests and relevant needs of the students and faculty
* Warrant inclusion in the collection because of literacy, historical and/or artistic value and merit
* Presents information with the greatest degree of currency, accuracy, and clarity possible
* Represents a fair and unbiased presentation of information while also representing as many varieties of opinions as possible in order that varying viewpoints are available to students, helping them to develop, under guidance, the practice of critical analysis.
* Extend the walls of the library into the classrooms and beyond the school for students and staff.

**Additional Considerations:**

* Recommendations by administrators, faculty members, students, parents, and other community members will be considered.
* Selection is an ongoing process which should include the removal of materials no longer current and the replacement of lost and worn material still of educational value.

Gifted or donated materials will be accepted with the understanding that each piece will be evaluated against the selection policy. Donated items not meeting library requirements or needs will be disposed of.

**Request for Reconsideration of Library/Supplemental Resources**

The Nampa School District has established reconsideration procedures to address concerns about those materials. Completion of this form will activate **Level 2** of this procedure and will be reviewed by the Standing Review Panel at their next meeting. Please return the completed form to the building principal.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a child in this school? Yes or No Grade(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What type of material are you commenting on (book, magazine, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the following information for material(s). **If commenting on more than one item, please duplicate this sheet and complete a reconsideration request for each item.**

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Copyright Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What caused you to bring complaint against the listed material?

3. Have you read the entire content of this material? This includes the entire unit, chapter, topic, or book (if fiction or biography), which includes the objectionable material. (Yes or No)

4. What are your main concerns about this material? (Response may require additional pages, use other side of this form or additional pages)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Complainant/Organization Representative

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Signature of Complainant/Organization Representative

**Cover Page**

NSD 131 Library and Supplemental Material Reconsideration

**Level 1:**

1. Resolution **has** been reached. Attach written summary of agreed upon parameters of resolution.

Building Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Complainant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

1. Resolution **has not** been reached. Sign and Date when the completed Request for Reconsideration Form is turned into Building Administration. Forward written summary of informal meeting and Request for Reconsideration Form to initiate Level 2.

Building Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Complainant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Level 2:**

1. Standing Reconsideration Panel has rendered a decision that **is acceptable** to the complainant. Attach written summary of decision.

Director of Curr. & Inst. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Complainant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

1. Standing Reconsideration Panel has rendered a decision that **is not acceptable** to the complainant. Attach written summary. Complainant signature below will initiate a Level 3 review.

Director of Curr. & Inst. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Complainant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Level 3:**

1. Focus Reconsideration Panel has rendered a decision that **is acceptable** to the complainant. Attach written summary of decision.

Committee Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Complainant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

1. Focus Reconsideration Panel has rendered a decision that **is not acceptable** to the complainant. Attach written summary. Complainant will be directed to submit a written appeal to the Board of Trustees to initiate a Level 4 review.

Committee Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Complainant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_