

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 205.1
PROGRAM**

**RECONSIDERATION OF CLASSROOM
INSTRUCTIONAL MATERIAL**

Definition

The term “instructional materials,” as used in this regulation includes all the text books, films, and other audio-visual materials that are budgeted for, supplied, and controlled by the school district. It does not include library materials which are covered in Regulation No. 223.

Selection

1. Materials should enrich and support the curriculum taking into consideration the varied interests, abilities and maturity levels and the ethnic backgrounds of the students served.
2. Materials should stimulate growth in factual knowledge, literary appreciations, aesthetic values and ethical standards.
3. Selections of materials should provide a background of information, thus enabling students to make intelligent judgments in their daily lives.
4. Selection of materials should present opposing sides of controversial issues so that students may develop under guidance the practice of critical reading and thinking.
5. Selection of materials should represent all religious, political, ethnic and social groups and their contribution to our American Heritage.
6. Materials shall be in harmony with the Constitution and laws of the United States and the State of Nevada.
7. The responsibility of selection shall rest with the appropriate administrator or his professionally qualified designee in consultation with the licensed staff.
8. The basic factors in selection shall be the state standards, the reading interest, the abilities and the backgrounds and the maturity levels of the students and the quality of the materials.
9. The selection of materials shall be a cooperative continuing process in which administrators, teachers, librarians, students and parents participate.

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10. Materials made available through individuals or outside agencies shall be referred to the appropriate administrator for screening and must support the School Improvement Plan.

The Board recognizes the right of individual parents or citizens to challenge the uses of certain materials. The intent of the procedure is to provide a fair and orderly basis for considering criticisms, complaints, and challenges of materials.

A complaint shall be given consideration by District administration only after attempts to resolve it at the local school level have been exhausted. The use of materials being reconsidered shall not be restricted until a final disposition of the complaint has been reached. Reconsideration decisions made at one school shall not necessarily be binding on other schools.

1. Request for informal reconsideration: Challenges, written or verbal, shall first be directed to the school principal, who shall attempt to resolve the issue informally. The principal shall explain to the complainant the school's selection procedure and criteria. The principal shall explain the particular place the material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complainant to another staff member who can identify and explain the use of the material.
2. Request for formal reconsideration: In the event the complainant is not satisfied with the initial explanation, complainant should be invited to file a formal "Request for Reconsideration of Instructional Material" form. The "Request for Reconsideration of Instructional Material" form shall be signed by the complainant, given to the school principal and a copy sent to the office of the Curriculum Director.

Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily, with permission of the Superintendent. Requests for alternate assignments and/or exclusion from instruction while request for formal review is in process shall be a decision of the principal and teacher involved.

3. Reconsideration Committee: Within five days of receipt of a "Request for Reconsideration of Instructional Material" form, the Curriculum Director shall activate the Reconsideration Committee. The person, or group, or challenging representative submitting the challenge may withdraw the request at any time, thereby negating the necessity of further action. The Reconsideration Committee will be a standing committee appointed by the Curriculum Director at the beginning of the school year, to serve during the school year. The committee shall consist of the following members:
 - (a) Two teachers, one elementary and one secondary.
 - (b) One building level administrator.
 - (c) One school librarian.
 - (d) One parent.

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The Reconsideration Committee will hear all requests for reconsideration. Committee members directly associated with the request for reconsideration shall be excused from the committee during the deliberation of such materials. A temporary replacement with the same general qualifications will be appointed.

The Curriculum Director will provide continuity to the committee, activating the committee, scheduling meetings, securing copies of reviews and copies of the challenged materials for the members to consider. The Curriculum Director will serve as the chairperson and resource person to the committee but will not serve as a voting member. The Reconsideration Committee shall consider requests in light of adopted policy and regulations to determine if use of the material is in accord with selection criteria established by the District.

4. Formal Reconsideration

- (a) Requests shall be made to the appropriate administrator for the “Request for Reconsideration of Instructional Material” form. The challenger’s statement must be signed and identified so that a reply can be given.
- (b) The material in question shall be reviewed by the Reconsideration Committee. They shall review the materials as a whole and not on passages or excerpts pulled out of context. It is the responsibility of the committee to check general acceptance of the materials by reading reviews in publications by: The American Library Association, National Council of Teachers of English, H. W. Wilson catalog series, American Association of the Advancement of Science, National Education Association and the Association for Education, Communication and Technology. Current reviewing media include but are not exclusive of: School Library Journal, American Library Association Booklist, Horn Book, and professional journals in various subject areas. District staff will also be consulted in order to provide a rationale for the continued use of the challenged material. The committee shall make its decision by simple majority.

The committee’s final decision will be:

- (1) Leave the material in place with no changes;
- (2) Amend the material in some fashion; or
- (3) Remove the material from use.

The report of this committee shall be completed within thirty (30) school days and presented to the administrator with a copy to the District Superintendent. The challenger shall be notified of findings of the committee.

- (c) If the challenger does not agree with the findings of the committee, the challenger may appeal the decision by filing a written notice of appeal with the

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Superintendent within ten (10) school days following the receipt of the findings. The Superintendent shall then consider the original "Request for Reconsideration of Instructional Material" and the findings of the committee. The committee and the challenger will be notified of the Superintendent's decision within thirty (30) school days after the notice of appeal is filed.

- (d) If the challenger does not agree with the decision of the Superintendent, the challenger may file a written notice of appeal with the Superintendent within ten (10) school days following receipt of such decision and the matter will then be presented to the Board of Trustees, whose decision is final.

Community Awareness

In order to create an open forum so all parties can be heard, the District will publicize the issue under consideration by the School Trustees and consider public hearing before a final decision is made by the Board of Trustees.

Adopted: March 26, 1991
Revised: December 18, 2007
Revised: March 24, 2009