

**CANDIA SCHOOL DISTRICT  
RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

**Statement of Policy:**

Any resident or employee of the Candia School District may formally challenge learning resources used in the district's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.

**Request for Informal Reconsideration:**

1. The school receiving a complaint regarding a learning resource shall try to resolve the issue informally.
2. The principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
3. The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or include someone who can identify and explain the use of the resource.
4. If the questioner wishes to file a formal challenge, a copy of the district Selection of Learning Resources policy and a Request for Reconsideration of Learning Resources form shall be handed or mailed to the party concerned by the principal.

**Request for Formal Reconsideration:**

Preliminary Procedures -

1. The principal who receives the complaint will keep on hand and make available Request for Reconsideration of Learning Resources forms. All formal objections to learning resources must be made on these forms.
2. The Request for Reconsideration of Learning Resources form shall be signed by the questioner and filed with the principal or someone so designated by the principal.
3. The Superintendent (or designee) and the media director shall be informed of the formal complaint received.
4. The request for reconsideration shall be referred to a reconsideration committee at the school level for reevaluation of the resource.
5. Requests for reconsideration of materials in district collections shall be referred to the content area curriculum committee for reevaluation of the resource. This committee may involve additional personnel as appropriate.

**The Reconsideration Committee:**

Upon receipt of a request for formal reconsideration of a learning resource, the principal shall:

1. Appoint a reconsideration committee including the following membership as appropriate:
  - a. One member of the administrative staff chosen by the superintendent (or designee);
  - b. One member of the school teaching staff chosen by the school staff;
  - c. One member of the content area curriculum committee chosen by superintendent (or designee);
  - d. One member of the parent community chosen by PTO/PTA
2. Name a convener of the reconsideration committee.
3. Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.
4. The reconsideration committee may choose to consult district support staff and/or community persons with related professional knowledge.
5. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the district's Selection of Learning Resources policy.

**Resolution:**

The reconsideration committee shall:

1. Examine the challenged resource;
2. Determine professional acceptance by reading critical reviews of the resource;
3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
4. Discuss the challenged resource in the context of the educational program;
5. Discuss the challenged item with the individual questioner if it is deemed necessary;
6. Prepare a written report.
  - a. The written report shall be provided to the individual questioner if requested.
  - b. The written report shall be retained by the school principal, with copies forwarded to the superintendent (or designee). A minority report also may be filed.
  - c. Written reports, once filed, are available for examination upon approval of the principal.

The decision of the reconsideration committee is binding for the individual school. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Candia School Board as the final review panel.

**Guiding Principles:**

1. Any resident or employee of the school district may raise objection to learning resources used in a school's educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting learning resources.
2. The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by policies enacted by the Board of Trustees.
3. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
4. Access to challenged material shall not be restricted during the reconsideration process.
5. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection or use of the material.

Adopted: September 12, 2002  
Revised: December 2, 2010

See Appendix KEC-R