

Lake Central Procedure for Review of Library or Classroom Books

A parent or guardian of a student enrolled in the school district or a community member residing in the corporation may request that the use or availability of a specific book be reviewed and/or reconsidered according to the following procedures:

1. An individual who has a concern about the use or availability of a specific book should first discuss the concern with the classroom teacher or librarian.
2. If the individual is not satisfied after the discussion with the classroom teacher or librarian, the individual should contact the building principal to discuss the matter.
3. If the individual is not satisfied after talking with the building principal, the individual may further the inquiry for a review or reconsideration of the use of the material in question by completing the Book Reconsideration Form that is available from any school office and submitting it to the building principal.
4. The building principal will notify the Superintendent when a completed form has been received. The Superintendent will notify the School Board at the next board meeting. The building principal shall then request review of the challenged book by a review committee. This review committee consists of the following members:
 - Director of Curriculum from the appropriate grade level – chairperson
 - Building Principal - facilitator
 - District Librarian
 - English Language Arts department chair(s)
 - English Language Arts teacher (if it is about a classroom book)
5. If it is an assigned classroom book, within 10 days of receipt of the completed challenge form, the building principal will notify the teacher(s) currently teaching the challenged material and request completion of the Teacher Response to Reconsideration Form.
6. Assigned classroom books from the district novel lists for elementary, middle and high school shall remain in use during the review/reconsideration process.
7. Within 15 days of receiving the completed Book Reconsideration Form, the committee shall convene. The committee will be responsible for arriving at a recommendation within 30 days, with the option of 1 (one) 30-day extension for the purpose of further research.
8. The Review Committee will take the following steps after receiving the challenged materials:
 - a. Read or listen to the book in its entirety.
 - b. The district librarian on the committee will pull resources for the Review Committee including professional reviews and possible other challenges to the

book elsewhere. The American Library Association will be informed of the challenged material review (completed by the district librarian).

c. If it is a classroom assigned book, read the Teacher Response to Reconsideration Form. Determine the extent to which the book supports the curriculum.

d. Prepare written findings and recommendations advising continued use, restricted use, or removal of the book. Any person or persons on the Review Committee who disagree with the decision may submit their views to the superintendent in writing.

10. Notice of the Review Committee's recommendation will be sent by certified mail or via email to the citizen who completed the form and any staff member involved within 3 days of the determination. If the person who filed the request is not satisfied with the recommendation of the committee, within thirty (30) days they may request that the Superintendent and Assistant Superintendent review the findings.

11. The Superintendent and Assistant Superintendent will read or listen to the book in its entirety, and review the findings of the committee, within 15 days of receiving the request. They will then decide whether to support the committee decision, or to change the determination to either continued use, restricted use, or removal of the book. Notice of the Superintendent's recommendation will be sent by certified mail or via email to the citizen who completed the form and any staff member involved within 3 days of the determination.

12. If the individual making the request is not satisfied with the Superintendent's decision, they may file an appeal with the School Board within thirty (30) days. At a public work session, the Board shall review the committee's recommendation as well as the Superintendent's recommendation. They will then decide whether to support the committee decision, or to change the determination to either continued use, restricted use, or removal of the book. In the case of a Board review, the final vote of the Board will take place at a regular public board meeting.

13. Notice of the Board's determination will be sent by certified mail or via email to the individual who completed the form and any staff member involved within 3 days of the determination. The Board's decision will be final.

There are three (3) attachments to this policy:

1. Book Reconsideration Form
2. Teacher Response to Reconsideration Form
3. Committee Recommendation Form

Date of submission_____

Lake Central School Corporation

Book Reconsideration Form

Name_____Phone Number_____

Address_____

Complainant represents: Self Group or Organization _____

If you have children in the school corporation, which school(s) do they attend and what grade level(s) are they in?

Title of Book _____

Author _____

I have read or listened to the entire work: ____ yes ____ no

Please summarize the book in your own words.

What, if anything, did you find positive about this book?

What, in general, concerns you about the book? After stating your general concerns, please list the passages that concern you, and include specific page numbers.

What do you feel might be the result of exposing a student to this material?

Would you recommend this material for a different age group? If so, what age?

If it is a classroom assigned book, are you aware of the educator's purpose in using the material? If so, please state it.

What would you suggest the school do about this material?

- ☐ Do not teach it in class.
- ☐ Do not lend it to my child.
- ☐ Place materials in a higher grade level school.
- ☐ Remove it from the district entirely.

Signature of Complainant _____ Date _____

Signature of Teacher/School Librarian _____ Date _____

Signature of Principal _____ Date _____

For office use only:

Date of submission_____

Lake Central School Corporation
Teacher Response to Reconsideration Form

Name: _____ School: _____

Extension: _____ Email: _____

Grade/Courses currently taught: _____

Title of Book: _____

Author: _____

Please summarize the material in your own words.

What are your objectives/purpose in teaching the material? Which standards does it address in your curriculum?

What did you find positive about this material? Please be specific.

Signature of Teacher _____ Date _____

Lake Central School Corporation
Committee Recommendation Form

Title of Book: _____

Author: _____

Purpose

1. What is the overall purpose of the book?

2. If it is a classroom assigned book, does the material promote the educational goals and objectives of the curriculum of the Lake Central School Corporation? _____ Yes _____ No

3. Is it age appropriate for the students who have access to the book? _____ Yes _____ No

4. Did the committee find any content in the book that could have a negative impact on students? _____ Yes _____ No

5. Please cite any book reviews that were used to help come to this decision.

Additional Comments:

Recommendation by the committee for treatment of challenged materials (please indicate one):

1. Remove the challenged materials from the total school environment (including classrooms and libraries).
 2. Take no removal action.
 3. Recommend a limitation on the educational use of materials.
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Signatures of Committee Members:

Date _____
