The Board of Education desires to give students, their parents, residents of the school district and school district staff the opportunity to challenge the quality and suitability of materials used in the district’s educational programs. The school district subscribes to the principles of the First Amendment to the United States Constitution.

A. **SCHOOL LEVEL REVIEW.** If an individual or group desires to make a complaint concerning a Learning Resource, the procedures outlined in Board Policy 4610 will be followed. Additionally, the following procedures will apply:

1. The complainant will review the completed *Request for Reconsideration of Learning Resources-School Level 4610.1* with the school principal.

2. School review committee members will be provided with copies of: (a) the completed *Request for Reconsideration of Learning Resources-School Level*; (b) the Learning Resource in question; (c) Board Policy 4600, *Selection of Learning Resources*, (d) Board Policy 4610, *Challenges To and Reconsideration of Learning Resources*; and (e) Intellectual Freedom Documents, [Library Bill of Rights (ALA), the Student’s Right to Read (NCTE), Freedom to View (ALA), The Freedom to Read (ALA, AAP), Access to Resources and Services in the School Library Media Program (ALA)], and any other relevant materials.

3. The school review committee shall consist of the following members:

   a. Principal or his/her designee who will serve as the chair and is a non-voting member;

   b. Two certified teachers from the affected building who are not involved in the original complaint;
c. A Library Media Specialist from the level from which the complaint is generated;

d. Two parents who are not Blue Valley employees; and

e. If the complaint is at the high school level, two student members should be selected from the school in which the complaint originated.

4. The school principal will take the following actions:

a. Schedule a Learning Resource review hearing as expeditiously as possible, normally within 30 calendar days of the complaint;

b. Advise the complainant, the Executive Director of Curriculum and Instruction, and members of the school level review committee of the date, time, and location of the Learning Resource review hearing; and

c. Following the hearing and the decision of the committee, give written notice to the complainant, the Superintendent of Schools, and the Executive Director of Curriculum and Instruction of the review committee’s decision concerning retention of the Learning Resource. If the decision is to retain the Learning Resource, the notice shall include the complainant’s right to appeal that decision to a district review committee.

B. DISTRICT LEVEL REVIEW. If the matter is appealed to the district level, procedures outlined in Board Policy 4600 will be followed. Additionally, the following procedures will apply:

1. The district review committee will not include members from the school review committee.

2. District review committee members will be provided with copies of: (a) the completed Request for Reconsideration of Learning Resources-School Level; (b) the Learning Resource in question; (c) Board Policy 4600, Selection of Learning Resources; (d) Board Policy 4610, Challenges To and Reconsideration of Learning Resources; and (e) Intellectual Freedom Documents, [Library Bill of Rights (ALA), the Student’s Right to Read (NCTE), Freedom to View (ALA), The Freedom to Read (ALA, AAP), Access to Resources and Services in the School Library Media Program (ALA)], and any other relevant materials.
3. The district review committee shall consist of the following members:

   a. The Executive Director of Curriculum and Instruction who will serve as the chair and is a non-voting member;

   b. The District Coordinating Teacher for Library Media Services serves as a resource throughout both the school and district committee and will be a non-voting member;

   c. One Executive Director of School Administration;

   d. Two District Coordinating Teachers who will work with schools at affected level;

   e. A building administrator from the affected level;

   f. Three parents of students from the affected level who are non-Blue Valley employees; and

   g. If the complaint is at the high school level, two student members should be selected.

4. The chairperson of the district review committee will take the following actions:

   a. Schedule a Learning Resource review hearing as expeditiously as possible, normally within 30 calendar days of the appeal;

   b. Advise the complainant, the Executive Director of Curriculum and Instruction, and members of the district level review committee of the date, time, and location of the Learning Resource review hearing; and

   c. Following the hearing and the decision of the committee, give written notice to the complainant, the Superintendent of Schools, and the Executive Director of Curriculum and Instruction of the review committee’s decision concerning retention of the Learning Resource. If the decision is to retain the Learning Resource, the notice shall include the complainant’s right to appeal that decision to the Board of Education.
C. AGENDA FOR REVIEW COMMITTEE. The agenda for a Learning Resource review hearing will include:

1. Introduction and review of the hearing agenda;

2. Presentation of relevant materials and argument by complainant (the chairperson may limit the time available for this presentation if necessary and appropriate);

3. Presentation of relevant materials and argument by school representative (the school representative shall have the same time limit as the complainant);

4. Rebuttal comments by complainant (appropriate time limit may be imposed); and

5. Additional questions or discussion by review committee members.

D. BOARD OF EDUCATION REVIEW. If the matter is appealed to the Board of Education, the procedures outlined in Board Policy 4600 will be followed. Additionally, the following procedures will apply:

1. Board members will be provided with copies of: (a) the completed Request for Reconsideration of Learning Resources-School Level; (b) the Learning Resource in question; (c) Board Policy 4600, Selection of Learning Resources; (d) Board Policy 4610, Challenges To and Reconsideration of Learning Resources; and (e) Intellectual Freedom Documents, [Library Bill of Rights (ALA), the Student’s Rights to Read (NCTE), Freedom to View (ALA), The Freedom to Read (ALA, AAP), Access to Resources and Services and Services in the School Library Media Program (ALA)], and any other relevant materials.

2. The President of the Board will take the following actions:

   a. Schedule a Learning Resource review hearing in a time and manner that allows for the appeal to be heard in a timely manner.

   b. Advise the complainant, the Superintendent of Schools, and members of the Board of the date, time, and location of the Learning Resource review hearing.

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