

**OBJECTIONS TO INSTRUCTIONAL/MEDIA MATERIALS**

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to check out certain library materials.

Legal Reference: Iowa Code §§ 279.8; 74; 280.3, .14; 301.  
281 I.A.C. 12.3(12).

Date of Adoption: April 25, 1990

Date of Revision: July 11, 1995

Date of Revision: January 22, 2008

Date of Revision: December 12, 2022

### REQUEST OF RECONSIDERATION

Any resident or employee of the school district may formally challenge materials 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.

Each attendance center and the school district's central office will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.

The Reconsideration Request Form shall not be filed until the material has been reviewed by the complainant in its entirety. The Reconsideration Request Form shall not be filed unless the complainant has answered in the affirmative question number one on the Reconsideration Request form.

Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the Reconsideration Committee for reevaluation. The committee shall recommend disposition to the office of the superintendent.

Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by a 2/3 majority vote of the committee.

Date of Adoption: April 25, 1990

Date of Revision: July 11, 1995

**RECONSIDERATION COMMITTEE**

Membership of the committee:

- a. One teacher-librarian appointed by the media staff.
- b. Two teachers (elementary-secondary) appointed by the Centerville Education Association.
- c. Three parents (High School - Middle School - Elementary) appointed by the Superintendent.
- d. One administrator appointed by the administrative team.
- e. Two students appointed by the high school student council.

Date of Adoption: April 25, 1990

Date of Revision: July 11, 1995

Date of Revision: January 22, 2008

Date of Revision: May 14, 2018

RECONSIDERATION REQUEST FORM  
REQUEST FOR REEVALUATION OF PRINTED OR MULTI-MEDIA MATERIAL  
(SUBMIT TO SUPERINTENDENT)

Description (fill in all applicable information)

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or Producer (if known) \_\_\_\_\_

Date of Publication or Production \_\_\_\_\_

Type of Material (book, filmstrip, motion picture, etc. \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School(s) or class in which material is used \_\_\_\_\_

1. Did you review the entire material?                      yes \_\_\_\_\_                      no \_\_\_\_\_

2. After reviewing the entire material what do you consider to be its main idea? \_\_\_\_\_

\_\_\_\_\_

3. To what do you object? (Be specific, cite age level, grade level, maturity level, pages, or frames, etc.) \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In your opinion what harmful effects upon pupils might result from use of this material? \_\_\_\_

\_\_\_\_\_

5. What instructional value do you perceive in the use of this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. List any experts in the field whose opinions will be presented to the committee. \_\_\_\_\_

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7. What action do you recommend the committee take? \_\_\_\_\_

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8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ yes (a) Please call the office of the superintendent (856-0601).

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.

\_\_\_\_\_ no

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

### SELECTION OF OFFICERS RECONSIDERATION COMMITTEE

The selection committee shall select a parent as chairperson and a recording secretary from the school personnel.

The committee shall be established annually during the month of September. The chairperson and recording secretary shall be selected at the first meeting of each year.

Members of this committee shall be selected yearly. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a two-thirds (2/3) vote of the committee.

The calendar of regular meetings and notices of special meetings shall be made public through appropriate student publications and other communications methods.

The committee shall receive all Reconsideration Request Forms from the superintendent or person designated by the superintendent.

The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:

- a. Distribute copies of the written request form.
- b. Give the complainant an opportunity to talk about and expand on the request form.
- c. Distribute reputable, professionally prepared reviews of material when available.
- d. Distribute for review copies of challenged material.

At a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

The complainant shall be kept informed by the secretary concerning the status of the complaint through the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of Reconsideration Committee meetings.

At the second or a subsequent meeting the committee shall make its final recommendation by a majority vote of those present in open session. The committee's final recommendation may be, (1) to take no removal action or (2) to remove the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification shall be forwarded to the board. The final decision made by the board will be forwarded to complainant and the appropriate attendance center.

A recommendation to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.

**SELECTION OF OFFICERS RECONSIDERATION COMMITTEE**

Requests to reconsider material which have previously been before the committee must receive approval of two-thirds (2/3) of the committee members before the materials will again be reconsidered. Every Reconsideration Request Form shall be acted upon by the committee.

In the event of a severe overload of challenges, the committee may appoint a subcommittee of members or non-members to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation on the full committee.

Committee members directly associated with the selection or use of challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications of that person excused.

Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

Date of Adoption: April 25, 1990

Date of Revision: July 11, 1995

Date of Revision: September 14, 2004

RECONSIDERATION REQUEST FORM  
 REQUEST FOR REEVALUATION OF PRINTED OR AUDIOVISUAL MATERIAL  
 (SUBMIT TO SUPERINTENDENT)

Description (fill in all applicable information)

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or Producer (if known) \_\_\_\_\_

Date of Publication or Production \_\_\_\_\_

Type of Material (book, filmstrip, motion picture, etc. \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

School(s) or class in which material is used \_\_\_\_\_

1. Did you review the entire material?                      yes \_\_\_\_\_                      no \_\_\_\_\_

2. After reviewing the entire material what do you consider to be its main idea? \_\_\_\_\_

\_\_\_\_\_

3. To what do you object? (Be specific, cite age level, grade level, maturity level, pages, or frames, etc.) \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In your opinion what harmful effects upon pupils might result from use of this material? \_\_\_\_

\_\_\_\_\_

6. What instructional value do you perceive in the use of this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



6. List any experts in the field whose opinions will be presented to the committee. \_\_\_\_\_

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7. What action do you recommend the committee take? \_\_\_\_\_

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8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ yes (a) Please call the office of the superintendent (856-0601).

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.

\_\_\_\_\_ no

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE