



Formal Request for Reconsideration of Specific Library Collection Materials

This form is an addendum to DaVinci Academy policy 606 Textbooks, Instructional Materials, or Library Materials. The purpose of this form is to provide direction in handling the review and approval regarding reconsideration of specific library collection materials.

The classrooms and libraries of DaVinci Academy are guided by the principles set forth in the Library Bill of Rights and The Students' Right to Read, the statement of the National Council of Teachers of English.

DaVinci Academy believes in the principles of intellectual freedom. The professionally trained charter school staff at DaVinci Academy will promote a safe and supportive school environment which will allow for the free expression of opinion, promote rational thought, and provide adequate learning resources.

DaVinci Academy believes it is important to expose students to a wide variety of materials and information. Materials at DaVinci Academy are selected by professional educators familiar with students' educational needs and abilities and include representation of a spectrum of views and experiences. Book selections are made based on the role they play in the classroom, opinion of professional reviewers, age appropriateness as recommended by the publisher and other sources, presence of themes that are representative of diverse perspectives, including authentic voice, representation, authorship, and relevance.

A variety of topics, selected for their educational value, age appropriateness, and congruence with adopted curriculum are intrinsically relevant to an educational program that seeks to provide students with the means to become participating citizens. The study of and discussion involving contemporary problems, subjects, or questions of a political or social nature where there exists significant opposing viewpoints and/or multiple perspectives promote student involvement in the commitment to learning, and thus makes for effective learning. With respect to instruction and discussion, DaVinci Academy teachers and staff are expected to be knowledgeable about such contemporary problems, subjects, or questions and serve as a facilitator to ensure that points of view are presented in a civil manner.

The DaVinci Academy school board believes that discussion of a variety of topics shall allow students to explore a range of relevant and credible information and viewpoints pertaining to the issue under study and shall be presented in an intellectually safe environment free from bias, prejudice, and indoctrination. Students shall form and express their own opinions based upon dispassionate, objective, unbiased study and discussion of facts without fear of jeopardizing their relationship with teachers, staff, peers, or the school. The inclusion of materials does not imply endorsement by DaVinci Academy.

DaVinci Academy students are expected to demonstrate a willingness to examine objectively one's point of view and to make a concerted effort to understand the reasons for differing points of view. Such willingness is basic to working effectively with others on issues of common concern but with divergent possible solutions. DaVinci Academy students are expected to recognize that people may differ without malice, without the disruption of emotional outburst, and without impugning the character or integrity of those who have differing opinions.

A parent or guardian of a student, a teacher or staff member, or a student enrolled at DaVinci Academy of Arts and Science may submit a Reconsideration of Materials Request Form.

Reconsideration requests will only be considered when the requestor has reviewed the content of the library collection material in its entirety. Please note that all materials in the process of being reviewed shall remain in use or circulation until a final decision is reached.

Reconsideration Process

- Informal Request for Reconsideration of Specific Library Material
 - Requests for reconsideration of specific library material shall be directed to the library media specialist and the principal(s). The principal(s) and the library media specialist shall assume responsibility for processing the request on an informal basis.
 - The principal(s) and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
 - If the request is not resolved informally, the principal(s) shall submit a report on the matter to the Executive Director or the Executive Director's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- Formal Request for Reconsideration of Specific Library Collection Material
 - A Formal Request for Reconsideration of Specific Library Collection Material is initiated upon submission of a completed Formal Request for Reconsideration of Specific Library Collection Material form (below). The form must be completed in its entirety for each material that is subject to a request for reconsideration. The principal(s) shall notify the Executive Director or the Executive Director's designee and the library media specialist of receipt of a completed Formal Request form.
 - If specific library collection material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library collection material, then the specific library collection material shall not be subject to additional requests for reconsideration for three (3) years following the date of final resolution of the initial Formal Request for Reconsideration.
 - Objections must be specific to the library collection material in question, outline the reason for the objection (e.g. pervasively vulgar and/or lack of educational suitability), informal avenues that have been pursued, and the desired outcome. In order for a submission to be considered, the complainant must verify that they have reviewed the material in its entirety.
 - Requests shall be submitted to the Executive Director.
 - As needed, the Executive Director or the Executive Director's designee shall appoint a Library Collection Materials Review Committee (Review Committee). This committee shall include:
 - a. One member of the charter school administration
 - b. Two teachers (as appropriate to the specific request)
 - c. One library media specialist (or charter school media specialist or public librarian if the charter school does not have a library media specialist)
 - d. One member of the charter school community with no direct connection with the request for reconsideration (as appropriate to the specific request)
 - e. Two student representatives (as appropriate to the specific request).
 - The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.

- The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the Executive Director or the Executive Director's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.

- The Executive Director or the Executive Director's designee shall inform the requestor and the school board of the Review Committee's decision in writing within thirty (30) business days of receipt of the written request. The Review Committee's decision on the request shall be final.

Formal Request for Reconsideration of Specific Library Collection Material Form

Request Initiated By: _____

Relationship to School: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

City / State / Zip _____

Information About the Material to be Submitted for Reconsideration:

Title of Material: _____

Author: _____

Publisher: _____

- 1. Have you read this book or reviewed this material in its entirety?
a. (circle one) Yes No

Note: Requests that haven't been reviewed in their entirety prior to submission will not be considered.

The following questions are to be answered after the requestor has read or reviewed the material in its entirety.

- 2. Have you discussed this material with the library media specialist?
a. (circle one) Yes No
- 3. Have you discussed this material with a school administrator?
a. (circle one) Yes No
- 4. What do you understand to be the general purpose for using this material?
 - a. Provide support for a unit in the curriculum?
o (circle one) Yes No
 - b. Provide a learning experience for the reader in one kind of literature?
o (circle one) Yes No
 - c. Provide an optional learning opportunity for a student that is not required for all students?
o (circle one) Yes No
 - d. Other: _____

Reconsideration Form, continued

5. What brought this item to your attention?
6. To what in the item do you object (be specific)?
7. Did the general purpose for the use of the material, as described by the library media specialist, seem a suitable one to you?
a. (circle one) Yes No
b. If no, explain: _____
8. In what ways do you think a material of this nature is not suitable for our school library?
9. Have you been able to learn the students' responses to this material?
a. (circle one) Yes No
b. If yes, what response did the students give?

10. What do you interpret as the educational value of this specific library collection material?
11. What would you like DaVinci Academy to do about this material?
_____ Do not assign/lend it to my child.
_____ Restrict this material to the following grade levels _____.
_____ Remove this material from the school library collection.
_____ Other (explain): _____

12. Are there particular materials you would recommend in place of the challenged material that would convey as valuable a picture and perspective of the subject in question?

Signature: _____

Date: _____

Reconsideration Form, continued

For internal use only

School Administrator Signature

Date

Request for Reconsideration of Specific Library Collection Material as Decided by Review Committee:
