

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 223
PROGRAM**

RECONSIDERATION OF LIBRARY MATERIALS AND SUPPLEMENTAL TEXTS

Reconsideration Procedures

In the case of complaints as to suitability of library materials or supplemental texts, the following process should be followed:

1. Request for informal reconsideration: Challenges, written or verbal, should first be directed to the school principal. Upon receipt of such a complaint, the principal shall:
 - (a) Explain to the complainant the School District's procedures and criteria for the selection of materials;
 - (b) Attempt to resolve the issue informally; and;
 - (c) Inform the complainant of their right to file with the School District a formal request for reconsideration.

2. Request for formal reconsideration: In the event the complainant is not satisfied with the initial explanation by the principal, the complainant shall complete and submit a "Request for Reconsideration of Library Materials and Supplemental Texts" form. The form shall be signed and dated by the complainant and given to the school principal. The principal will forward a copy of the complaint to the Superintendent of the District. The challenged material may remain in use by the school until a review is completed by a committee appointed by the Board of Trustees.
 - (a) The review committee must be comprised of at least one teacher, a representative of school administrators, pupil and parent. The members of the committee shall consider the challenged material in its entirety with both the specific objections and the context of the objections in mind.
 - (b) In reviewing the challenged material, the committee shall consider the best interests of the pupils as well as the requirements of the curriculum. The committee shall also consider the criteria for selection outlined in Administrative Regulation #221.
 - (c) The committee shall, within 30 school days after the complainant submits the request for reconsideration, will forward a recommendation to the Principal and the Superintendent of the District. The complainant will be notified of the decision, which will be announced publicly.

REGULATION No. 223 – CONTINUED

3. If:
- (a) The complaint is based upon noncompliance by a school district with its written procedures; and
 - (b) All administrative remedies have been exhausted at the school district level, the complainant may appeal directly to the Superintendent of Public Instruction.

Adopted: April 26, 1994
Revised: March 24, 2009