

SCHOOL DISTRICT OF THE MENOMONIE AREA

361-Rule

GUIDELINES FOR RECONSIDERATION OF EDUCATIONAL MATERIALS

When a citizen of the school district questions educational materials and requests their removal from general use, the following procedures apply:

1. A copy of the Educational Materials Selection and Evaluation policy and a copy of the Request for Reconsideration of Educational Materials form, which must be filled out in order to initiate or to review a reconsideration, are given to the complainant by the principal. Completed forms are forwarded to the district administrator.
2. Upon receiving the Request for Reconsideration, the district administrator shall notify the Reconsideration Committee, and a public meeting shall be scheduled within 10 working days of the complaint. Each committee member shall have an opportunity to review a copy of the challenged material and professional reviews of the material if available before the meeting.
3. At the meeting, the committee shall meet with the complainant if he/she requests. The committee may, at its discretion, accept testimony from citizens and professional personnel.
4. The Reconsideration Committee, by majority vote of the members present, shall decide to:
 - a. Retain the material under reconsideration for general student use.
 - b. Available on limited basis for specific classroom use.
 - c. Available at a specific level – elementary, middle, or high school.
 - d. Make the material under consideration no longer available in the district for general student use.
5. The complainant shall be notified of the committee's decision in writing. A copy of the committee's report shall be forwarded to the district administrator, who shall communicate the report to the board. A copy shall be retained at the office of the district library media coordinator.
6. No committee member may be involved in a request for reconsideration and serve on the committee during the specific reconsideration procedure. In such a case, an alternate committee member shall be designated by the district administrator.
7. Requests to reconsider materials which have been previously before the committee within the past ~~one year~~ **five years** must receive approval of a majority of the

committee members before the materials shall again be reconsidered. Every Reconsideration Request Form shall be acted upon by the committee.

8. If a board appeal is requested by petitioner, it must be filed with the district administrator in writing within 15 days of the committee's decision.

REVISED: ~~July 8, 2002~~ **December 9, 2024**