

Bondurant-Farrar District Board Policies that pertain to libraries...

Code No. 506.4 STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents/guardians, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents/guardians. Parents/Guardians may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a postsecondary educational institution unless the student is considered a dependent for tax purposes.

It is the teacher librarian's or librarian/specialist's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged. It shall be the responsibility of the superintendent, in conjunction with the teacher or teacher librarian, to develop administrative regulations regarding this policy.

Code No. 605.1 INSTRUCTIONAL MATERIALS SELECTION

The board recognizes that the selection of instructional materials is a vital component of the school district's curriculum. The board has sole discretion to approve instructional materials for the school district.

The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to licensed employees. The licensed employees shall work closely together to ensure vertical and horizontal articulation of textbooks in the educational program.

The board may appoint an ad hoc committee for the selection of instructional materials.

The committee may be composed of school district employees, parents/guardians, students, community members or representatives of community groups.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, the licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report, to the board, the action taken by the selection committee.

In making its recommendations to the superintendent, the licensed employees will select materials which:

support the educational philosophy, goals and objectives of the school district; consider the needs, age, and maturity of students; are within the school district's budget; foster respect and appreciation for cultural diversity and difference of opinion; stimulate growth in factual knowledge and literary appreciation; encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints; portray the variety of careers, roles, and lifestyles open to persons of both sexes; increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society; and, encourage character development

In the case of textbooks, the board will make the final decision after a recommendation from the superintendent/designee. The criteria stated above for selection of instructional materials shall also apply to the selection of textbooks. The superintendent/designee may appoint licensed employees to assist in the selection of textbooks. Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials. The gift must be received in compliance with board policy 704.4 "Gifts-Grants-Bequests."

Code No. 605.3 OBJECTION TO INSTRUCTIONAL MATERIALS

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

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

Code No. 605.3E1 INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meeting law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of community members. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions. For the same reason, a community member will be selected to chair the committee.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for disagreement. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

Code No. 605.3E2 RECONSIDERATION OF INSTRUCTIONAL MATERIALS

RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

REVIEW INITIATED BY: DATE:

Name

Address

City/State Zip Code Telephone

School(s) in which item is used

Relationship to school (parent/guardian, student, citizen, etc.)

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author Hardcover Paperback Other

Title

Publisher (if known)

Date of Publication

MULTIMEDIA MATERIAL IF APPLICABLE:

Title

Producer (if known)

Type of material (filmstrip, motion picture, etc.)

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self Group or Organization

Name of group

Address of Group

1. What brought this item to your attention?

2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

3. In your opinion, what harmful effects upon students might result from use of this item?

4. Do you perceive any instructional value in the use of this item?

5. Did you review the entire item? If not, what sections did you review?

6. Should the opinion of any additional experts in the field be considered? _____ Yes _____ No If yes, please list specific suggestions:

7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

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

Yes (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee or that you will get your requested amount of time.

minutes

Dated Signature

Code No. 605.3R1 RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.

a. The school official or employee initially receiving a complaint will explain to the individual the Board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.

2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.

3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.

B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.

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

3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.

4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.

5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.

6. The Reconsideration Committee

a. The reconsideration committee is made up of eight (8) members.

(1) One licensed employee designated annually, as needed, by the superintendent.

(2) One teacher-librarian designated annually by the superintendent.

(3) One member of the administrative team designated annually by the superintendent.

(4) Three members of the community appointed annually, as needed by the Board.

(5) Two high school student, selected annually by the high school principal.

b. The committee will select their chairperson and secretary.

c. The committee will meet at the request of the superintendent.

d. Special meetings may be called by the Board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.

e. Notice of committee meetings is made public through appropriate publications and other communications methods.

f. The committee will receive the completed Reconsideration Request Form from the superintendent.

g. The committee will determine its agenda for the first meeting which may include the following:

(1) Distribution of copies of the completed Reconsideration Request Form.

(2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.

(3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.

(4) Distribution of copies of the challenged instructional material as available.

h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.

i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, 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.

j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.

k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final decision is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the Board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the Board's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the Board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The Board will promptly determine whether to hear the appeal.

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

m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.

n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.

o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.

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

Code No - 605.5 SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the centers will be acquired according to Board policy, "Instructional Materials Selection."

It shall be the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Code No. 605.6E1.1 STUDENT INTERNET USER AGREEMENT

As a user of the Bondurant-Farrar Community School District network, I hereby agree to comply with the rules pertaining to appropriate use of the network. I will communicate over the network in a responsible fashion while honoring all relevant laws, school rules and regulations. I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges. I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.
Student Signature: _____ Grade: _____

PARENT/GUARDIAN PERMISSION FORM

Please sign the form if you would like your child to be granted Internet access. The form should be returned to the library supervisor. As a parent or legal guardian of the minor student signing above, I grant permission for my daughter or son to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -- setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent/Guardian Signature: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Date Signed: _____

Code No. 605.6 INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet may be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may with the permission of the supervising teacher be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

Student safety with regard to:

- o safety on the Internet;
- o Appropriate behavior while on online, on social networking Web sites, and
- o in chat rooms; and
- o cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Code No. 605.6E2 INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: _____ Teacher: _____ Date: _____

Students who violate the Internet – Appropriate Use policy (605.6R1) shall be subject to the appropriate action described in the school's discipline policy or student handbook. Violations may include:

1. Intentionally accessing restricted material
2. Sending or displaying offensive messages or pictures.
3. Using obscene language.
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems, or computer networks.
6. Violating copyright laws.
7. Using another's password.
8. Trespassing in another's folders, work or files.
9. Intentionally wasting resources.
10. Employing the network for commercial purposes.
11. Other activities considered inappropriate.

First Violation:

The above student has violated the Internet – Appropriate Use policy. As a result, a warning and restriction from Internet use for a period of up to three weeks at the discretion of the supervising teacher.

Second Violation:

The above student has violated the Internet – Appropriate Use policy for a second time. As a result, restriction from Internet use for the equivalent of one semester.

Third Violation:

The above student has violated the Internet – Appropriate Use policy for a third time. As a result, restriction from the labs and Internet use for the equivalent of one calendar year.

Restricted students may use the computers under the direct supervision of a classroom instructor for required class projects. Re-entry to Internet use after a meeting with student, parent/guardian, library personnel, and administrator.