

Procedures for Reconsideration of Materials

Sometimes requests for reconsideration of materials will be made, despite the quality of the selection process. The Hanover School Committee supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

1. Requests for reconsideration of materials may be made by Hanover Public School employees, students, members of administration, or the parent/guardian of a student.
2. Requesting parties shall complete the form "Request for Reconsideration of Instructional Materials." Such forms can be found on the library website for each school building.
3. Once a completed form is submitted, the building Principal and the Superintendent shall be notified.
4. Until determined otherwise challenged materials shall remain in the catalog and on the shelf, and be available to be checked out, subject to Opt-out restrictions.
5. Within five (5) working days of receipt of the completed form, the building Principal requests a review of the challenged material by a review committee. The Superintendent is notified that a review is being done. The review committee is appointed by the building Principal, who shall make best efforts to include a licensed school library personnel from another Hanover school other than the one where the challenge was filed, the Principal or their designee, two teachers from the school, a librarian from a local public library, and one parent/guardian volunteer from the sitting School Council not involved in the challenge. Unavailability of one of the categories of review, committee members shall not invalidate the review process.
6. The review committee takes the following steps after receiving the challenged materials:
 - a) Reads, views, or listens to the material in its entirety.
 - b) Checks general acceptance of the material by reading reviews and consulting recommended lists.
 - c) Determines the extent to which the material supports the curriculum.
 - d) Determines whether the grounds for the review request are supported.
 - e) Completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material," judging the material for its strength and value as a whole and not in part.
 - f) Develops a written recommendation, which shall be presented to the School Committee at the next open session within 14 days from the date marked on "Request for Reconsideration of Instructional Materials." The School Committee by majority vote shall decide to retain, withdraw or add the materials. The decision of the School Committee shall be final.

If multiple titles are submitted for reconsideration by a complainant or multiple complainants, they will be handled following this process one at a time, in an order determined by the Principal.

If the decision of the School Committee is that the questioned instructional resource be retained, the district will not convene a Review Committee relative to the same complaint for a period of

three years, however, the three-year period may be waived by the building Principal if a substantially different point of view is advanced.

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If the material is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be assessed to the party responsible for checking out the material.

Parent/Guardian Opt-Out Procedure for Library Materials, K-12

While the Hanover Schools Library Media Centers strive to provide developmentally appropriate, educational, and enriching resources for all students, parent(s)/guardian(s) may exercise their rights to restrict library materials checked out by their children in grades K-12. To restrict certain titles from circulation to their children, parent(s)/guardian(s) must complete the *School Library Materials Opt-out Form*. This allows parent(s)/guardian(s) to select specific library titles they do not want their child to check out, or to bar their student from checking out any materials. Each school's administration will maintain a file of "opt-outs." It is the responsibility of the parent/guardian to complete, modify, and/or update the opt-out form for their child.