

**SCHOOL DISTRICT OF MANAWA
BOOK REVIEW COMMITTEE MEETING AGENDA**

Join with Google Meet
meet.google.com/kcp-ofik-bkn
Join by phone
(US) +1 602-899-1155 PIN: 554 742 731#

AMENDED AGENDA

November 16, 2021

Time: 6:00 p.m.

**District Board Room
800 Beech Street**

***This is to note the sensitivity of topics discussed by the Book Committee.
*Additionally, to accommodate health/safety precautions as well as transparency with our community, a link will be offered to join virtually, and the in-person meeting location has changed to the District Board Room. All audience members who are not Book Review Committee members both in person and virtually, are permitted to observe only.**

Committee Members: Michelle Johnson, Jennifer Krueger, Dawn Millard, Pastor Steve Rice, Mayor Mike Frazier, Hélène Pohl, Jeremy Bennett, Angela Williamson Emmert, and Meredith Bowers

In Attendance:

Timer: _____ Recorder: _____

1. Introduction/Committee Review
 - a. Introduce Committee Members
 - b. Review Committee Procedures: (Ground Rules are an adaptation of those outlined in Board Policy 0167.3)
 - i. Guests in attendance both in person and virtually are observers only. There will be no opportunity for Public Comment or input in person, virtually or through the chat box from guests in attendance.
 - ii. The chair can interrupt, warn or terminate the Petitioner's and/or District Staff member's statement(s) if the statement(s) is(are) too lengthy, personally directed, abusive, obscene, or irrelevant.
 - iii. The chair can request any individual to leave the meeting when that person does not observe reasonable decorum.
 - iv. The chair can request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; and/or
 - v. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- c. Provide Current SDM Policy PO9130 and Young Adult Materials Access Procedure
 - d. Distribute Petitioner Complaint
 - e. Distribute *Looking for Alaska* by John Green to each Committee member
2. Committee Purpose:
 - a. This committee, in evaluating the questioned material, shall decide whether the book, *Looking for Alaska* by John Green be removed from the School District of Manawa's library circulation, or remain as an option for our students in the library circulation
 - b. The committee's decision will be guided by the following criteria:
 - i. The appropriateness of the material for the age and maturity level of the students for whom it is being used
 - ii. The accuracy of the material
 - iii. The objectivity of the material
 - iv. The use being made of the material
 - v. If the overall merit and value of literary elements such as theme, life lessons, conflict resolution, awareness of mental illness, etc. supersedes the explicit subject matter/language
3. Review Complaint (Approximately 5 minutes)
4. Oral Presentation on *Looking For Alaska* by Petitioner (15 minute time limit)
5. Oral Presentation on *Looking For Alaska* by District Staff (15 minute time limit)
6. Review Actions for Next Meeting:
 - a. Read book *Looking For Alaska* in its entirety
 - b. Review the complaint
 - c. Be prepared for discussion and ballot vote
7. Next Meeting Date: Monday, November 29, 2021 6:00 p.m. - 7:00 p.m.
8. Next Meeting Items:
 - a. Discussion - Reminder only Committee Members who have read *Looking For Alaska* in its entirety may vote and hold discussion
 - b. Committee Vote by Paper Ballot - Confidential Votes
 - c. Verify Book Review Committee's Determination of *Looking For Alaska* that will be given to the District Administrator
9. Adjourn



Book	Policy Manual
Section	9000 Relations
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Active
Adopted	April 23, 2018
Last Revised	June 21, 2021

9130 - **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Matters Brought Forth Under This Policy

A. First Level

Generally, if the matter raised involves a staff member the individual(s) should discuss the matter with the staff member, if appropriate. The individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with

the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board prior to making a final decision on the matter.

The Board's decision will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Curriculum Director, in writing, and shall include:

1. author;
2. title;
3. the complainant's familiarity with the material objected to;
4. sections objected to by page and item;
5. reasons for objection.

- B. Upon receipt of the information, the Curriculum Director (or Curriculum Director designee if the Curriculum Director and District Administrator are one in the same) may, after advising the District Administrator of the complaint, and upon the District Administrator's approval, appoint a review committee, which shall comply with the open meetings law.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- E. The material in question may not be temporarily withdrawn from use pending final resolution of the matter.
- F. The committee's recommendation shall be reported to the District Administrator in writing within ten (10) business days following the first meeting of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.
- G. The individual(s) may submit an appeal the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for review.
- H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be based on written submissions, or only on the record produced by the Committee and/or District Administrator.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Revised 11/19/18

Revised 7/22/19

Revised 4/27/20

Revised 3/15/21

© Neola 2020

Legal 118.01, Wis. Stats.
 118.019, Wis. Stats.
 20 U.S.C. 1232h

Last Modified by Debby Finton on July 8, 2021



**Little Wolf Middle/High School
Library Media Center
MIDDLE SCHOOL LIBRARY
YOUNG ADULT MATERIALS ACCESS PROCEDURE**

Dear Middle School Students and Parents,

Our collection of books in the Little Wolf Middle/High School Library Media Center is current and full of variety. Due to the fact that we have students ranging from about 11 to 18 years old, we keep a wide range of books for all grade levels. Some books that are appropriate for high school students may not be appropriate for middle school students. To help with this matter, our library places YA stickers on young adult books (those that are recommended for grades 9 and up.) Parents of middle school students have three options when registering their child(ren) regarding their child's access to young adult books in the Little Wolf Middle/High School Library Media Center. Please read each option carefully and select the one that you feel is appropriate for your child:

Student Name: _____ Grade: _____

Option 1: NO YOUNG ADULT BOOKS

Middle school parents selecting this option are saying that their child may not check out any books with a YA label at any time during the school year.

Option 2: PRIOR PARENT APPROVAL FOR YOUNG ADULT BOOKS

Middle school parents selecting this option are asking to receive a permission slip for each YA labeled book that their child wishes to check out. This parent permission slip would need to be returned signed and approved before their child would be allowed to check out the requested young adult book.

Option 3: ANY BOOK IN THE LIBRARY

Middle school parents selecting this option are saying that they are okay with their child checking out any book from the library, including those labeled as YA.

Parent Signature: _____ Date: _____

Children mature at different rates and have different backgrounds and interests. We need parents' help to monitor what your children are reading. Hopefully, the YA stickers and these options will help. Our library works hard to meet the needs of all our readers!

Mrs. Jennifer Krueger
District Library Media Specialist