



POLICY REVIEW COMMITTEE

Mike McDonough, Deputy Superintendent
Thursday, February 23, 2023, Central Office

Hilliard City School District
Operations Department

COMMITTEE MEMBERS

Nadia Long, Board of Education
Kara Crowley, Board of Education
Brian Wilson, Treasurer/CFO
Mike McDonough, Deputy Superintendent
Jill Abraham, Assistant Superintendent
Stacie Raterman, Communications Director
Herb Higginbotham, Director of Elementary Education
Jacob Grantier, Director of Middle Level Education

Jamie Lennox, Special Education Director
Hilary Sloat, Director of Diversity, Equity & Inclusion
Matt Middleton, Principal Hilliard Darby HS
Katherine Hueter, Principal Hilliard Weaver MS
Matt Trombitas, Asst Principal Hilliard Station Sixth Grade
Kevin Landon, Principal Avery Elementary
Monica Campana, Principal Washington Elementary
Kathy Parker-Jones, HEA Representative

RECOMMENDATION

Second Reading
March 27, 2023

The Policy Review Committee meets quarterly each school year. All proposed new policies, revisions of current policies or repeal of a current policy are reviewed by the Policy Review Committee before being presented to the Superintendent for submission to the Board of Education. Two readings at two separate meetings shall normally be required before a new or revised policy may be adopted. Action to adopt will take place at a subsequent third meeting. However, the Board does have the option of voting for adoption at the second meeting.

The Policy Review Committee recommends the policies listed below be revised, as noted on the following pages:

1. IIAC – Media/Resource Materials Selection and Adoption
2. IIAC-E – Citizen’s Request for Reconsideration of Media/Curriculum Materials **(New)**
3. KLB – Public Complaints About the Curriculum or Instructional Materials
4. KLB-E – Citizen’s Request for Reconsideration of Library/Curriculum Materials **(Rescind)**

Revision Notes:

- Language with a ~~line drawn through~~ it is language to be removed.
- Language underlined is language to be added.

The policies are being submitted for readings and adoption at the following Board of Education meetings:

- First reading – March 13, 2023
- Second reading – March 27, 2023
- Third reading and adoption – April 17, 2023



Book	Policy Manual
Section	Section I: Instruction
Title	Copy of Media/Resource Materials Selection and Adoption
Code	IIAC
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015

Media/Resource Materials Selection and Adoption

The Board delegates to professional and certificated personnel of the District the authority for the selection of materials in accordance with this policy:

Materials for the media centers shall be recommended for purchase by the professional and certificated personnel in consultation with administration, faculty and students. Final decision on purchase shall rest with the Superintendent/designee.

The Board believes it to be the responsibility of the professional and certificated staff to select instructional materials of the highest quality that will support the educational philosophy of the District.

Objective

The school media centers are to function as an integral part of the total educational process. Its programs are to reinforce the philosophy of the Hilliard City Schools by "providing meaningful learning experiences for each student as an individual." To this end, the Board asserts the following as both the objectives and responsibilities of the media centers:

1. to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. to provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards;
3. to provide a background of information, which will enable students to make intelligent judgments in their daily life;
4. to provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. to provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage and
6. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users of the media center.

Selection Procedures

The media specialist/staff will use all available resources to determine what materials should be purchased for the media center. When selecting titles or subjects for purchase, the following will be considered:

1. requests from teachers, students, administration;
2. regular reading of media reviews;
3. preview of materials;
4. use of guides developed specifically to aid in selection and

5. personal knowledge.

Criteria for Selection

Each year the media specialist will make an assessment to determine what materials are needed. All forms of media will be considered for purchase. In deciding what materials to order, the following will be considered:

1. replacement of needed, lost, stolen or discarded materials;
2. additions that are necessary because of changes in the curriculum;
3. new areas of knowledge;
4. new types of media and
5. cost (price).

Evaluation of Materials

Materials considered for selection will be evaluated on the basis of:

1. Quality – the materials should meet the qualitative standards set by the media center regarding contents, physical characteristics, reputation of the author, editor, publisher and the reliability of the manufacturer.
2. Suitability – the material should meet the abilities, needs and interests of the students and is presented in an effective media.
3. Usability – the materials should be studied to determine minimum anticipated usage. A reasonable number of uses should be expected in order to justify acquisition; conversely, materials may receive rather limited use but be of permanent value. Adequate equipment needed to use with the media is available.
4. Cultural influence – the materials should represent the views of all cultural, political, ethnic, religious, or social groups. Therefore, controversial materials that inform are acceptable as long as they do not misrepresent or harm any particular person, group or belief.
5. Accessibility – the materials are not readily accessible at another library or would not be more properly housed in another collection.
6. Balance – the acquisition helps to maintain a balanced collection properly proportioned to patron need and use and the departments being served.

Donation of Gifts

A person or group may wish to donate a gift of materials or money to the media center. All District policies must be followed when accepting donations. Before any gifts can be accepted, they must be evaluated using the same procedure followed when selecting materials to be purchased with District funds. The final determination about accepting or rejecting gifts will be left to the discretion of the media specialists.

Reviewing the Collection

It is the responsibility of the media specialist to continually re-evaluate the collection to ascertain that it is active and up to date. Materials may be discarded because they are damaged, badly worn, obsolete, or infrequently used. At no time will this practice be used to rid the collection of materials simply because someone disapproved of them.

Censorship

The Hilliard City Board of Education supports the "Library Bill of Rights". This District supports the idea of freedom of choice and will provide materials on the various viewpoints of the many different issues which exist today. It is recognized by the Hilliard City Board of Education that no individual or group has the right to have materials suppressed because one segment of the community considers them controversial.

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the author.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Challenged Materials

Since the following subjects are sometimes topics of criticism, these shall be our policies concerning them:

1. Religion – factual unbiased material which represents all major religions shall be included.
2. Ideologies – the media centers shall, without making any effort to sway the readers’ judgment, make available basic factual information on the level of its reading public, or any ideology or philosophy which exerts a strong force, either favorable or unfavorable, on government, current events, politics or any other phase of life.
3. Sex and Profanity – related materials shall be subjected to a comprehensive test of literary merit.

In cases where material in the school media center is challenged, the following course of action will be followed:

1. All complaints must be in writing.
2. All complaints will be reviewed by a committee appointed by the Superintendent/ designee consisting of the media specialist, an administrator, a teacher in the subject area involved, an English teacher and a member of the Board.
3. After all members of the committee have reviewed the work in question, the committee will meet and consider the official complaint. The complainant may meet with the committee in reviewing the case before the committee makes a recommendation to the Board which makes the final decision.

3. The committee process shall be as follows:

a. Committee members will review the school district's policies on library materials:

- i. IIAC: Media/ Resource Material Selection and Adoption
- ii. IIA: Instructional Materials
- iii. IIAA: Textbook/ Resource Creation, Selection and Adoption
- iv. INB: Teaching About Controversial Issues
- v. KLB: Public Complaints About the Curriculum or Instructional Materials
- vi. KLB-E: Citizen’s Request for Reconsideration of Library/Curriculum Materials

b. Committee members will read all materials referred, including the full text of the material in question, and relevant articles and journals.

c. Passages or parts will not be read out of context. The values and faults will be weighed against each other, and the opinions of the committee will be based on the materials as a whole.

d. When considering the material in question, the committee will utilize the “Evaluation of Materials” framework.

e. Personal identification of committee members shall remain anonymous in any report and recommendation made to protect the objectivity of the deliberation.

- f. After all members of the committee have read the work in question and any relevant articles and journals, the committee will meet and consider the official complaint. The committee may choose to meet with the complainant to review the complaint before the committee makes the final recommendation in writing to the Superintendent. The committee may recommend one of the following actions:
- i. To leave the book in the school/district collection as it currently is;
 - ii. To restrict the book to a specific age/grade level; or
 - iii. To remove the book from the school/district collection.
4. The Superintendent will consider the committee's final recommendation and will make a written decision on the complaint.
5. Challenged materials should not be removed from the collection while under reconsideration.
6. The committee recommendation and Superintendent decision will be given to the complainant. If the complainant is not satisfied with the decision, the complainant can appeal the decision to the Board. The request to appeal the decision shall be delivered, in writing to the Treasurer, within ten (10) days of the complainant receiving the Superintendent's decision.
7. Appeals shall be placed on a Board agenda for consideration and deliberated upon in accordance with Ohio Public Meeting Laws.
8. The Board may decide to affirm, modify or reverse the Superintendent's decision. Any Board decision shall be made in public session and shall typically be made within ninety (90) days of receipt of appeal but the Board may take longer to make a decision based on the circumstances of the appeal. All Board decisions shall be communicated to the complainant.
9. Only one complaint will go through the process at a time. After the Board has made a decision or the appeal time has run, then the district will proceed with the next complaint in order of receipt.

Legal

[ORC 3329.05](#)[ORC 3329.07](#)[OAC 3301-35-03](#)

Cross References

[IIA - Instructional Materials](#)[INB - Teaching about Controversial Issues](#)[KLB - Public Complaints About the Curriculum or Instructional Materials](#)



Book	Policy Manual
Section	Section K: School-Community Relations
Title	Copy of Public Complaints About the Curriculum or Instructional Materials
Code	KLB
Status	
Adopted	August 14, 2001
Last Revised	May 11, 2015
Prior Revised Dates	06/19/2009

Public Complaints About the Curriculum or Instructional Materials

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the certificated staff to select books and other materials supportive of the Board's educational philosophy and goals.

Criticism of a book or other materials used in the District may be expected from time to time. In such instances, the following guidelines shall apply.

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the issue, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board does not permit any individual or group to exercise censorship over instructional materials and library collections, but it recognizes that, at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following steps are taken.

A. The person who objects to the book or other material is asked to submit a written statement that documents his/her concern.

B. Following receipt of the formal complaint, the Superintendent/designee provides for a re-evaluation of the material in question.

- i. **If the complaint is in regards to district purchased curriculum materials or book(s), the complaint should be handled according to the process described in Policy IIAC.**
- ii. **If the complaint is in regards to teacher provided/supplementary materials, a conference with the teacher, principal, and student's parents should be arranged to resolve the concern. Following policy KL, parents are encouraged to contact their student's teacher first to share their concern.**

C. ~~The Superintendent/designee reviews the complaint and renders a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the Board.~~

~~The Board assumes final responsibility for all books and instructional materials that it makes available to students and it holds its certificated staff accountable for their proper selections.~~ The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the re-evaluation of materials in library collections upon formal request.

Legal

[ORC 121.22](#)

[ORC 3329.07](#)

[ORC 3329.08](#)

[ORC 3329.09](#)

Cross References

[IIA - Instructional Materials](#)

[IIAA - Textbook/Resource Creation, Selection and Adoption](#)

[IIAC - Media/Resource Materials Selection and Adoption](#)

[INB - Teaching about Controversial Issues](#)

[KL - Public Complaints](#)

[KLD - PubComplaints About District Personnel](#)

CITIZEN'S REQUEST FOR RECONSIDERATION OF
LIBRARY/CURRICULUM MATERIALS

Type of material/resource _____

Author/source _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone _____

Email _____

Complainant represents: Self _____

Organization _____

Other _____

1. To what do you object? (Be specific, cite pages, content) _____

2. Are you aware of the judgment of this material by professional critics? _____

3. What do you believe is the theme of this material? _____

4. What would you like your school to do about this material? _____

Do not assign it to my child.

Withdraw it from all students as well as my child.

Restrict it to more mature students.

Send it back for re-evaluation.

Signature of Complainant

NEW

CITIZEN'S REQUEST FOR RECONSIDERATION OF
MEDIA/CURRICULUM MATERIALS

Type of material/resource _____

Author/source _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone _____

Email _____

Complainant represents: Self _____

Organization _____

Other _____

1. To what do you object? (Be specific, cite pages, content) _____

2. Are you aware of the judgment of this material by professional critics? _____

3. What do you believe is the theme of this material? _____

Signature of Complainant