

Reconsideration Process for Media Materials

- I. Request for Appeal/Media
 - A. Objections may be raised to instructional materials used in the system's education program despite the fact that the individuals selecting such materials were duly qualified to make the selection, followed proper procedure and observed the criteria for selecting such material.
 - B. To have standing either to initiate a complaint or intervene in the appeal process, a person must be a citizen of Henry County, Georgia. The [Henry County Complaint Form for Instructional Materials](#) must be completed by the complainant.

- II. Procedures for Appeal
 - A. Requests for reconsideration should be referred to the principal per [Board policy KN](#).
 1. It is recommended that the media specialist and the principal consult on all requests for reconsideration.
 2. The material in question will remain in use unless removed through the procedure outlined in Complaints Procedures Regulation [KN - R\(1\)](#)
 - B. If, after consultation, the complainant desires to file a formal complaint:
 - i. The Appeal Form will be completed and signed by the complainant.
 - ii. The form will be filed with the Principal and a copy forwarded to the School Media Committee.
 - C. Any action taken related to challenged materials must be taken by the appropriate Media Committee and not by an individual. ([See Media Committee Involvement in Selection and Appeal.](#))
 3. A meeting will be scheduled within 20 working days and all committee members and the complainant notified. The complainant will be notified in writing and invited to attend and present the Appeal Form.
 4. Each committee member will read, view, or listen to the material in question in its entirety, and read available professional evaluations pertaining to the material. The System Media Liaison or designee will compile necessary professional evaluations of the material in question.
 5. The deliberations and balloting of the Media Committee will be in private.
 6. The Media Committee will meet
 - a. to hear the concerns expressed.
 - b. to discuss the materials relative to appropriateness to grade level, appropriateness to curriculum, etc.
 - c. in a meeting with a quorum present, render a majority decision relative to requested actions. Suitability and value of the material will be determined using selection criteria.
 - relevance
 - pervasive vulgarity
 - quality, content and manner of presentation, appropriateness to age, and the maturity and grade level of students.
 - d. The committee's decision may be to
 - take no removal action,
 - remove the challenged material from the local school,
 - restrict the use by students,
 - place the material at another grade level.

- e. Within five (5) days of the Media Committee meeting, the principal will officially notify the complainant in writing of the decision reached.
- f. Special meetings may be called by the principal or superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal will require a majority vote by the appropriate Media Committee.

III. Appealed Decision

- A. Appeal of the School Media Committee's decision must be made within fifteen (15) working days of the time the decision has been made. Appeal of the school media committee's decision must be made to the Assistant Superintendent for Teaching and Learning who will convene the System Media Committee. The final decision on any challenged item to the System Media Committee is binding only at the school where the complaint was initiated.
 - 1. The complainant shall address a written request for appeal to the Assistant Superintendent for Teaching and Learning.
 - 2. The Assistant Superintendent for Teaching and Learning shall notify other Principals of the appeal and of the Media Committee action on it for their information.
 - 3. Appeal beyond the System Media Committee will be directed to the Superintendent and the Board of Education.
- B. Appeals from the System Media Committee will be directed in writing to the Superintendent and Board of Education.
 - 1. Appeals must be made within ten (10) working days after formal notification of the decision by the System Media Committee.
 - 2. The proceedings before the Board will be governed by the procedures for board hearings.
 - 3. The Assistant Superintendent for Teaching and Learning shall notify the Principal of the action taken by the System Media Committee and/or Board.
- C. Implementation of a decision rendered by the School or System Media Committee will be held in abeyance until the appeal process is exhausted.

IV. Procedural Organization for School or System Media Committee

- A. In the event of a severe overload of challenges, the committee may appoint a subcommittee of members to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation on the full committee.
- B. Once the complainant receives a decision after a hearing, all requests for reconsideration can only be appealed to the next level. Such written appeals may be filed by the complainant, administration, or parents who serve as interveners.