



Monument Academy

Board of Directors Governance and Policy

Policy Name:	Library Material Parental Review Policy
Policy Number:	KECL- MA
Original Date:	October 17, 2024
Reviewed:	
Approved	October 17, 2024
Category:	School-Community-Home-Relation
Author:	Governance Committee
Approval:	MA Board of Directors

Purpose

This policy outlines a process for reviewing Monument Academy (MA) library/media center materials if a parent/legal guardian of a current MA student or staff member has an objection to or a concern with the material's content. This policy includes materials cataloged by the librarians in the MA library/media center only. This does not include curriculum, supplemental curriculum materials, or individual classroom library materials.

Staff Education

All staff shall receive education on this policy. The Executive Director shall be responsible for administering the staff education, and the Executive Director shall have full discretion to design and implement the content of the staff education. The Executive Director's administering of the staff education shall align and support the MA Board's resolutions and policies.

Procedures for Reviewing Material:

1. In the event a MA parent/legal guardian has a concern or objection to library/media center materials, they should fill out and submit to the Library Review Committee (LRC, as defined in this policy) a "Library/Media Center Materials Review Request Form"(Review Form) found on the library page of MA's website.
 - a. A parent/legal guardian may have no more than three selections in the review queue at a time.
2. The LRC will collectively determine the amount of time needed to review each submission starting at the top of the queue, as well as the number of books that they will actively begin reviewing in preparation for approval or disapproval from the LRC, which will be determined by a majority vote.
3. The material in question will be made unavailable to students (removed from the shelf or digitally blocked) when the Review Form is received by the librarian.

4. The LRC shall report to the Board of Directors on all of the latest reviewed materials and their outcomes at the soonest Board of Directors regular session meeting.
5. Materials that are reviewed and approved will be reshelfed for circulation after receiving a physical tag to alert parents/legal guardians that this book has been previously questioned and reviewed. Materials that are reviewed and disapproved shall be removed from circulation by the librarian.
6. After a submission has been reviewed and approved by the LRC, the submitted material will not be reviewed again by the LRC for a two-year period.

LRC Members:

1. The Executive Director is responsible for advertising to the MA community about openings on the Library Review Committee and ensuring that the LRC meets membership requirements at the beginning of each academic year.
2. Members of the Library Review Committee shall be comprised of the following:
 - i. Three parents/legal guardians of a current MA student, when a vote is called on a reviewed submission, each of the parent/legal guardian members shall have one vote.
 - a. Interested parents/legal guardians can send the Executive Director information on why they would like to serve on the committee and the skills and perspective they would bring. The Executive Director, after reviewing the letters of interest submitted, will appoint each of the three voting parent/legal guardian committee members. Parent/Legal guardian volunteers shall serve on the committee for a two-year term. Though, the Executive Director has the discretion to reappoint members on a year-to-year basis if no other parent/legal guardian submits interest in filling the opening(s) on the LRC.
 - b. A current Board member may not fill any of these positions.
 - ii. The MA librarian, when a vote is called on a reviewed submission, the librarian position shall have one vote.
 - iii. One teacher, when a vote is called on a reviewed submission, the teacher position shall have one vote.
 - a. An aligning teacher will serve the committee correlating to the grade-level of the material under review. For example, if the material is designated for the middle school reading level, then a middle school teacher will serve on the committee for that selection. Interested teachers at each school level can submit their interest in serving on the LRC to the Executive Director.
 - iv. One admin member (dean, assistant principal, principal, or director of academics). This person shall be appointed each academic year by the Executive Director, and shall serve as the committee chair but will not be a voting member of the committee.

Tasks of the LRC:

1. The foundational LRC will need to:
 - a. Create a "Library/Media Center Materials Review Request Form" for parents/legal guardians to complete and submit to the LRC.
 - i. Once created, the Review Form will be posted on the MA library website at all times.

- b. create a standard review process/rubric for materials in question utilizing MA's mission, vision, values, resolutions, policies, and educational philosophies for foundation of this process/rubric.
2. All LRC's will need to:
 - a. Set the committee meeting schedule for the current academic year.
 - b. The librarian shall maintain the "Library/Media Materials Review Request Form" on the MA library website year-round, and raise awareness of the review form to the MA community at the beginning of each academic year.
 - c. The librarian shall collect and retain Review Form submissions, and maintain the order of the Review Form queue.
 - i. Completed review forms will be copied and distributed to each committee member during meetings as each submission comes up through the queue for review.
 - d. Read the review form and material in question in a timely manner, and individually review the submission utilizing the review process/rubric.
 - e. Hold meetings to:
 - i. Determine the amount of time needed to review each submission in the queue.
 - ii. Determine the number of books the LRC will begin reviewing in preparation for their next meeting.
 - iii. Collectively discuss individual reviews and findings in order to reach a final recommendation on the material in question.
 - iv. Determine approval or disapproval of the material by a motion and conducting a vote. The outcome will be decided by a majority vote.
 - f. Report to the Board of Directors at a regular session on their recent activity. In so doing, the LRC shall be prepared to apprise the board of the following:
 - i. The titles of the materials they have reviewed and the outcome reached on each submission.
 - ii. Submissions pending review by the LRC.
 - iii. NOTE: Pursuant to CRS 22-32-110 (1, r) the Monument Academy Board reserves the right to exclude from each school and school library any books, magazines, papers, or other publications which, in the judgment of the board, are of immoral or pernicious nature.
 - g. Materials that are reviewed and approved will be reshelfed for circulation after receiving a physical tag to alert parents/legal guardians that this book has been previously questioned and reviewed.
 - i. It will be the librarian's responsibility to list all books that are currently under review on the school website.
 - ii. It will be the librarian's responsibility to create this physical tag, educate the MA community about it, and maintain a current list of books that have gone under review but were approved to remain in the library on the MA library website.
 - iii. It will also be the librarian's responsibility to make note in the library system of the date of decision about the questioned material.
 - h. Materials that are reviewed and disapproved shall be removed from circulation by the librarian.

Utilizing MA's Library/Media Center System:

1. To encourage parental involvement with their child(ren)'s library selections, the librarian shall, at the beginning of each academic year, educate parents on how to access their child(ren)'s Destiny account(s) in order to be able to see books their student(s) currently have checked out and a history of books previously checked out. The librarian will also educate families on other potential ways families can utilize the system for best practices.

Legal References

CRS 22-32-110