

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Instructional Material  
Removal

**Date Adopted:** 5/9/83  
**Date Revised:** 5/23/94  
6/13/05

**Policy No.** 7006  
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## **Policy Statement:**

All students shall be provided access to a current, balanced collection of books, basic reference materials, texts, periodicals, computer software and audio/visual materials which depict in an accurate and unbiased way of reflecting the cultural diversity and pluralistic nature of American society.

In admissions, the Hortonville Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability or handicap in its education programs or activities.

**Rationale:** To help ensure effective and growth-oriented library media programs and services

**Scope:** District-wide

**Responsibility:** All Administrators and Library Staff

## **Implementation:**

### I. Textbook and Instructional Material

#### A. Reasons for removal

1. To replace instructional materials as the curriculum is updated according to District policy, or as approved by the Board of Education.
2. To remove, in a systematic way, curriculum materials that are in current use, but that are worn, torn, frayed, mutilated or with broken spines.
3. To remove, in a systemic way, reference materials that are outdated or seldom used.

#### B. Disposal policy

1. Discarded instructional materials may be sold to companies that handle such materials whenever possible.
2. Discarded instructional materials may be used by students or teachers as sources for student reports, bulletin boards, posters, etc.
3. Discarded instructional materials, after being stamped "Discard", may be sold to students or individuals showing an interest in the materials.
4. Discarded instructional materials, after being stamped "Discard", may be given to students or individuals showing an interest in the materials.
5. Discarded instructional materials may be given for recycling, if possible.
6. Discarded instructional materials, after being stamped for "Discard" may be placed in the local refuse pick-up or be burned in the school incinerator.

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

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C. Responsibility

1. Decisions relating to this policy shall be the responsibility of the District Administrator or building principal.
2. Implementation of this policy shall be the responsibility of the District Administrator, building principal or his/her designee.

**Associated Information:**

Wisconsin State Statutes 118.03(2), 118.13, 121.02(2)(h)  
Standard H of the DPI Twenty Standards "Library Media Services"  
Student Discrimination Complain Procedures

## CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

BOOK TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_

HARDCOVER \_\_\_\_\_ PAPERBACK \_\_\_\_\_

### REQUEST INITIATED BY:

NAME \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

### COMPLAINANT REPRESENTS:

\_\_\_\_\_ HIM/HERSELF

\_\_\_\_\_ NAME OF ORGANIZATION \_\_\_\_\_

\_\_\_\_\_ OTHER GROUP \_\_\_\_\_

1. To what in the book do you object? (Please specify: cite pages) \_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of reading this book? \_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend this book? \_\_\_\_\_

4. Is there anything good about the book? \_\_\_\_\_

\_\_\_\_\_

5. Did you read the entire book? \_\_\_\_\_ What parts? \_\_\_\_\_

6. What would you like your school to do about this book? \_\_\_\_\_

\_\_\_\_\_ Do not assign it to my child.

\_\_\_\_\_ Withdraw it from all students as well as my child.

\_\_\_\_\_ Sent it back to the Instructional Materials Learning Center for re-evaluation.

\_\_\_\_\_  
SIGNATURE OF COMPLAINANT

\_\_\_\_\_  
DATE

