

Elk Ridge Middle School
School Community Council
March 28, 2018 – Meeting Minutes

Attendance:

| | | |
|-----------------|----------------|------------------|
| Alishia Huefner | Andrea Bennett | Alisa Jones |
| Wyatt Bentley | Paul Bennett | Michael LaBounty |
| Jim Moyer | Angela Ross | Jenn Zollinger |
| Marianne Dwyer | Staci Hill | |

1. Welcome –

- a. Need 2/3 of quorum to approve motion (10 people)

2. Approval of Minutes

Motion to approve minutes: Staci Hill
2nd: Jim Moyer

3. Counseling Center

- a. 9th Grade PCCRs – Meeting with parents & students to talk about secondary options.
- b. Arena scheduling for 9th graders – starts in April for Copper Hills & Bingham
- c. Groups: Social skills, divorce, anxiety/depression, study skills – students selected by parents, teachers, counselors. Groups meet 6 times (once per class). There is a group room in the counseling center where they meet. Students must make up missed classes. The counselors run their own group.
- d. Summer gym for 9th grade – registration going on now.
- e. USTAR classes – funded by USTAR – taken during the summer for recovery credit or a do-over. They are free because of USTAR funding. These can also be used for original credit.

4. Land Trust

- a. Our goal is very similar to last year because Mr. Bentley doesn't feel that the goal was achieved: Improve Tier I instruction so 80% of all students are demonstrating proficiency in the essential standards as identified in the essential standards chart.
 - i. Mr. Bentley explained Tier I/II/III instruction
- b. Reviewed Measurements and Action Plan Steps. Teachers have completed the Essential Learning Standards Chart but are still working in teams to complete the proficiency scales.
 - i. Mr. Bentley provided an example of a proficiency scale that was developed for Argument Writing for 6th grade.
 - ii. This is necessary so that information can be collected to determine what is working or not. Mastery Connect is one tool that tracks data collection and

visually identifies (green, yellow, red) where additional help/attention is needed.

- c. Expenditures - \$116,00 for salaries (difficult to pay salaries from other budgets. Easier to get technology (computers) from other budgets.
- d. Marianne asked what items have been funded from the cell tower budget. Mr. Bentley provided a list of items used / requested by teachers.
- e. The instructional coach role was discussed. Elk Ridge has had this position for 2 years. This is a benefit for new-hires. Teachers are requesting additional coaching cycles. Teachers using the coaching are self-selected, but the Action Steps of the Land Trust Plan require each teacher to complete one coaching cycle.
- f. Tier II is not currently being addressed because the Tier I goal needs to be met. Some groups (like Math) are providing their own Tier II.

Motion to Vote for Approval of Land Trust Plan: Marianne Dwyer
2nd: Andrea Bennett

Vote to Approve: Unanimous

5. Library Update

Mr. Bentley handed out a copy of the Jordan School District library policy (attached). The last page is the form that needs to be submitted to have a book reviewed. Section F of the policy describes the Challenged Materials guidance. Mr. Bentley, a couple of parents, and some other teachers read the challenged material.

6. Principal Update

- a. New hires
 - i. 2 Math teachers leaving: Mr. Thompson and Mrs. Johnson leaving
 - ii. Theater teacher is leaving. 2 interviewed today. (Part time theater / Part time LA)
 - iii. Spanish Dual Language immersion teacher (being brought over from Majestic Elementary)
 - iv. Part time LA (Mrs. Moore)
- b. Roadwork update – Elk Ridge did not get update on road construction before it happened.

Motion to adjourn: Marianne Dwyer
2nd: Andrea Bennett

Attachment:

Jordan School District Policy AA440 – Library Media Selection and Review, Rev. 2/25/14



Policy Manual

Jordan School District

LIBRARY BOOKS/MEDIA

AA440 – Library Media Selection and Review

- Effective: 9/14/1993
- Revision: 2/25/2014

I. Board Directive

It is the belief of the Board of Education that every student should have access to a library media center that offers a variety of materials to support classroom instruction, provides opportunities for research, and meets differing educational and recreational needs and interests. Students shall be encouraged to use library media materials to expand their knowledge, understanding, appreciation, and enjoyment of the world in which they live. *The First Amendment of the United States Constitution* guides the Jordan School District library media centers in both selection of materials and review of challenged materials. The *First Amendment* states: "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press..." The Board delegates responsibility for developing and administering this policy to the District Administration.

II. Administrative Policy

The Library Media Selection and Review policy shall be administered according to the following administrative policy provisions:

- A. Selection of library media materials shall be based on a combination of five or more of the following criteria:
 1. Educational significance
 2. Contribution to the curriculum
 3. Validity, currency and appropriateness
 4. Accuracy, timeliness and permanence
 5. Favorable reviews found in standard selection sources
 6. Potential appeal and interest
 7. Artistic quality and literary style
 8. Reputation and significance of author, producer, publisher
 9. Value commensurate with cost and/or need
 10. Uniqueness, diversity and /or heritage of the state, region or group
 11. Support of second language learners
 12. Support of special needs students
 13. Favorable recommendations from professional personnel
- B. The professional library media specialist assigned to the school and the school principal, working in cooperation with staff members, shall be responsible for the selection of materials for school library media centers. This includes material acquired through grants, book fairs, and other donations.

Note: A library media specialist holds either a master's degree or an endorsement in library media science and is qualified to make selections in a responsible and professional manner.

- C. The Instructional Support Services administrator, working in cooperation with library media specialists, teachers and staff, shall be responsible for the selection of materials for the District Instructional Media Center.
- D. It is not possible for a library media specialist to read all library media center collection items, including but not limited to books, reference sources, magazines and other media materials. Books and other media are evaluated based on credible reviews from professional publications, professional recommendations, aware recipients and other professional sources. When books are received, additional evaluation may be appropriate.
- E. Library materials are available on a self-selection basis. The library media specialist, library media assistants, teachers or staff members may assist in locating needed library media materials.

- 1. Reading lists are available from many sources, including, but not limited to, professional journals, student book clubs, reading associations, teachers, library media specialists, commercial companies and other sources. These lists are not approved by the library media specialist, school administration or District personnel.
- 2. Approval of selection lists used as part of a curriculum activity/assignment is addressed in policy [AA424 Literature Selection and Review](http://policy.jordandistrict.org/aa424/). [<http://policy.jordandistrict.org/aa424/>]
- 3. Shared responsibility for the reading, listening and viewing of library media materials and accessing internet resources by children rests with their parents/guardians, the library media specialist and school staff members. The parents/guardians are invited to consult with the library media specialist to find materials they feel are appropriate for their children.

F. School Level – Reconsideration of Challenged Library Media Materials

- 1. Each school shall organize a Library Media Review Committee for the purpose of reviewing library media materials when appropriateness is challenged. Membership shall include:
 - a. On a secondary level, the school principal, who will chair the committee, the school library media specialist, the teacher and parent serving on the corresponding District Literature Selection and Review Committee (See Policy [AA424 Literature Selection and Review](http://policy.jordandistrict.org/aa424/) [<http://policy.jordandistrict.org/aa424/>]) and a parent selected by the School Community Council.
 - b. On an elementary level, the school principal, who will chair the committee, the District media specialist who supervises the media assistants in the school library, and teachers and parents as determined by the school principal.
- 2. Challenges to local school library media materials shall be submitted in writing to the local school principal on a *Request for Reconsideration of Library Media Materials* form. Forms are available at the District Office and the Jordan School District website at http://instructionalsupport.jordandistrict.org/files/book_challenge.pdf.
- 3. The principal/school administrator, as chair of the local school committee, shall call a committee meeting to review a submitted *Request for Reconsideration of Library Materials*. Each committee member shall receive a copy of the challenge and the challenged material prior to the meeting. Committee members shall read the challenged material prior to the committee meeting.
- 4. The local school committee as a whole shall discuss the challenged material based on the selection administrative policy provisions listed in item II.A. of this policy and the written challenge. The local school committee shall determine by majority vote the disposition of the challenged material. Options shall include:
 - a. If the challenged material meets appropriate selection criteria, it shall remain in the collection for full circulation.
 - b. If the challenged material does not meet appropriate selection criteria, the committee shall submit to the District Library Media Review Committee a recommendation to restrict access to the challenged material in the school media center. This recommendation shall include the specific restriction requested and supporting reasons for the restriction.
- 5. The local school principal shall send a letter to the challenger explaining the decision of the committee and the challenger's option to appeal to the District Library Review Committee. A copy of the letter and all supporting

documents and information shall be sent to the Instructional Support Services administrator and the school's Administrator of Schools.

G. District Level – Reconsideration of Challenged Library Media Materials

1. The District Library Media Review Committee shall serve as the appeals board on issues related to library media materials not satisfactorily resolved at the local school. A District Library Media Review Committee shall be organized and shall include the Instructional Support Services administrator, who will chair the committee, and the following individuals from the level corresponding with the challenge but not from the school submitting the challenge: a school administrator, a library media specialist, two teachers and three parents/guardians serving on the District Literature Selection and Review Committee (see Policy [AA424 Literature Selection and Review \[http://policy.jordandistrict.org/aa424/\]](http://policy.jordandistrict.org/aa424/)).
2. Material may be referred to the District Library Media Review Committee in writing through the Instructional Support Services administrator as follows:
 - a. The local school Library Media Review Committee shall submit challenged material with a recommendation to restrict access to the material in the school media center, including the specific restriction requested and supporting reasons for the restriction. The school must submit a copy of the original *Request for Reconsideration of Library Media Materials* form, a copy of the principal's letter to the challenger, any additional information used in the school committee's decision and the challenged material to be reviewed.
 - b. If a challenger is not satisfied with a Local Library Media Review Committee decision, the challenger may appeal the decision to the District Library Media Review Committee. The challenger must submit a written request for review, a copy of the original *Request for Reconsideration of Library Media Materials* form and a copy of the principal's letter to the challenger. The school must submit the challenged material to be reviewed.
3. The Instructional Support Services administrator, as chair of the District committee, shall call a committee meeting to review the appeal from the local school level. Each committee member shall receive a copy of the challenge and the challenged material prior to the meeting. Committee members shall read the challenged material prior to the committee meeting.
4. The District committee as a whole shall discuss the challenged material based on the selection administrative policy provisions listed in item II.A. of this policy and the written challenge and determine by majority vote the disposition of the challenged material. Options shall include:
 - a. If the challenged material meets appropriate selection criteria, it shall remain in the collection for full circulation.
 - b. If the challenged material does not meet appropriate selection criteria, the committee shall restrict access to the challenged material in the local school media center. Restrictions may include restricting access to students whose parents/guardians grant written permission; restricting access to specified grade levels; restricting access to adults and/or restricting access in a manner deemed appropriate by the District Library Media Review Committee.
5. The Instructional Support Services administrator shall send a letter to the challenger and the local school principal explaining the decision of the committee and the challenger's option to appeal to the Board of Education. A copy of the letter and all supporting documents and information shall be sent to the school's Administrator of Schools.
6. If a challenger is not satisfied with the District Library Media Review Committee decision, the challenger may appeal the decision to the Board of Education. The Board, at its discretion, may review the challenged material and either affirm or change the decision of the District Library Media Review Committee.

H. District Instructional Media Center – Reconsideration of Challenged Library Media Materials

1. A District Instructional Media Review Committee shall be organized and shall include the Instructional Support Services administrator, who will chair the committee, an appropriate curriculum area consultant and the following individuals from the level corresponding with the level of the challenged material but not from the school area of the individual submitting the challenge: a school administrator, a library media specialist and two teachers and three

parents/guardians serving on the District Literature Selection and Review Committee (see Policy [AA424 Literature Selection and Review \[http://policy.jordandistrict.org/aa424/\]](#)).

2. Challenges to District Instructional Media Center materials shall be submitted in writing to the Instructional Support Services administrator on a *Request for Reconsideration of Library Media Materials* form. Forms are available at the District Office and the Jordan School District website at [www.jordandistrict.org \[http://jordandistrict.org/\]](#) .
3. The Instructional Support Services administrator, as chair of the committee, shall call a committee meeting to review the appeal. Each committee member shall view the challenged material prior to or during the committee meeting.
4. The District committee as a whole shall discuss the challenged material based on the selection administrative policy provisions listed in item II-A of this policy and the written challenge and determine by majority vote its disposition. Options shall include:
 - a. If the challenged material meets appropriate selection criteria, it shall remain in the collection for full circulation.
 - b. If the challenged material does not meet appropriate selection criteria, the committee shall restrict access to the material in the District Instructional Media Center in a manner deemed appropriate by the District Instructional Media Review Committee.
5. The Instructional Support Services administrator shall send a letter to the challenger explaining the decision of the committee and the challenger's option to appeal to the Board of Education.
6. If a challenger is not satisfied with the District Instructional Media Review Committee's decision, the challenger may appeal the decision to the Board of Education. The Board, at its discretion, may review the challenged materials and either affirm or reverse the decision of the District Instructional Media Review Committee.

 September 14, 1993 [<http://policy.jordandistrict.org/aa440/>]  Communications  Administrators of Schools (AA400 -

AA499)  Books, Committees, Curriculum, Library Books/Media

Jordan School District
REQUEST FOR RECONSIDERATION OF LIBRARY MEDIA MATERIALS
POLICY AA440

Complete this form and submit it to the school principal to request a review of school library media materials or to the Director of Instructional Support Services to request a review of District Instructional Media Center materials.

(PLEASE PRINT)

Review Requested By:

Name: _____

Address: _____

Phone: work _____ Cell _____

School: _____

Material To Be Reviewed:

Title: _____

Author: _____

Publisher: _____

Medium: Print (Book, magazine, newspaper) Audio (Tape, CD, etc.)
 Visual (Videotape, DVD, etc.) Other

Reason for Reconsideration Request:

Did you read/view the entire work? YES NO

Was the material: Assigned by a teacher? YES NO

Selected by the student? YES NO

I hereby request a review of this material by the appropriate Library Media Review Committee.

Signature

Date