

## Reconsideration of Questioned or Challenged Materials

Honest differences of opinion may occur regarding district selected instructional materials and those should be handled in an impartial and factual manner. An orderly procedure which will assure a fair hearing to those who have objections and which will also protect the district and its employees from unreasonable demands is necessary. The procedure described below is intended to assure that carefully considered judgments are made in response to criticism of objections. The procedures shall apply to all challenges from whatever sources.

1. All complaints to staff members shall be reported immediately to the principal involved, whether those come by phone, letters or by personal conference.
2. The principal shall encourage the complainant to discuss the nature and use of the material with the appropriate district professional personnel involved.
3. If the complainant wishes to pursue the matter further, she/he shall be supplied with a Request for Reconsideration of Materials form, which must be completed and returned to the principal before consideration shall be given to the complaint.
4. Materials subject to the complaint shall not be removed from use pending final action by the Board.
5. The superintendent shall arrange for a review committee of seven, consisting of:
  - a. An administrator;
  - b. A media specialist;
  - c. A classroom teacher;
  - d. A school board member appointed by the Board chair;
  - e. Two members from the community appointed by the Board chair; and
  - f. A subject area specialist, coordinator or consultant, as appropriate.

A nonvoting secretary and chair shall be appointed by the superintendent.

6. Each member of the committee shall receive a copy of the complaint(s) and consider the material with the specific objections in mind prior to a committee meeting.
7. The committee shall meet as soon as possible and return a written report of its findings to the superintendent within three weeks of its appointment.
8. The committee may recommend that the questioned material be:
  - a. Retained without restriction;

- b. Retained with restriction;
  - c. Not retained.
9. The superintendent shall immediately report the recommendation of the review committee to the Board, whose decision shall be final.
  10. The decision of the Board shall be given in written form to the principal of the school concerned, to other appropriate professional personnel and to the complainant.

**Ashland School District  
Request for Reconsideration of Materials**

Fill in information as appropriate.

If printed give:

If audio-visual give:

\_\_\_\_\_  
Author

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type of Material

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School District

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School

You represent (check one)

Yourself Only

Name or organization \_\_\_\_\_

Name of any other group \_\_\_\_\_

1. To what in the material do you object? A thorough explanation of your complaint(s) will assist each member of the committee in objectively evaluating your concerns and the material in question. (Please be specific as to page, film, etc.)

**Ashland School District  
Request for Reconsideration of Materials  
Planning Schedule**

A parent in the \_\_\_\_\_ school attendance area has requested a review of the appropriateness of a material used by students. A copy of that request is attached.

The following series of steps must be taken by district policy to judge the merit of the request that the material be removed from use.

1. A committee must be formed as outlined in policy; (a) and (b) are to be appointed by the Board chair.
  - a. Two community members: \_\_\_\_\_
  - b. A Board member: \_\_\_\_\_
  - c. An administrator: \_\_\_\_\_
  - d. A classroom teacher: \_\_\_\_\_
  - e. An instructional media specialist: \_\_\_\_\_
  - f. Subject area specialist, coordinator or consultant: \_\_\_\_\_
2. The coordinator of instructional media services shall serve as a nonvoting secretary and chair:
3. The committee shall meet on: \_\_\_\_\_ Date: \_\_\_\_\_  
at: \_\_\_\_\_ Time: \_\_\_\_\_  
at: \_\_\_\_\_ Place: \_\_\_\_\_
4. A written report shall be submitted to the superintendent by (Date): \_\_\_\_\_
5. The superintendent shall report the recommendation of the review committee to the Board  
by (Date): \_\_\_\_\_
6. The complainant shall receive the Board's decision by (Date): \_\_\_\_\_