

Instructional Materials Reconsideration

Honest differences of opinion may develop and they should be handled in an impartial and factual manner. The following procedures are to be observed for any complaint referring to instructional materials.

All complaints to staff members are to be reported immediately to the building principal involved, whether the complaint is by telephone, letter or by personal interview.

The principal shall supply the complainant with a Reconsideration Request Form for Re-Evaluation of Instructional Material form which must be completed before any consideration may be given to the complaint. The complainant will also be provided with a copy of these procedures.

Materials subject to the complaint need not be removed from use pending committee study and final action of the Board.

Within two weeks of receipt (by a principal or the superintendent) of a completed materials reconsideration form, the superintendent will arrange for a review committee of seven people consisting of an administrator, two classroom teachers from the subject area questioned, an instructional media specialist, a Board member and two lay persons.

Each committee member will be provided a copy of the instructional material being questioned whenever possible. In the case of films, convenient viewing times will be arranged. The committee members will also be provided with copies of the instructional materials selection policy and these procedures.

The superintendent will appoint a chairman/facilitator of the committee.

The committee will meet and return a written report of its finding to the superintendent within three weeks of its appointment.

Both the staff member concerned and the complainant have the option of appearing in person before the committee. Each individual may present his/her views and the committee may ask questions to clarify the same. An individual's opinion and beliefs may not, however, be challenged or debated.

The committee's decision will be determined by consensus or majority vote. The committee shall recommend that the questioned material is: (1) retained without restriction; or (2) not retained.

The superintendent shall report the decision of the review committee to the Board at the next scheduled Board meeting following the decision.

If the complainant is not satisfied with the committee's decision, an appeal may be made to the Board.

The decision of the Board shall then be reported to the principal of the school and other professional personnel as appropriate and the complainant. The principal is responsible for immediate compliance with the Board's decision. The Board's decision shall be final.

Reconsideration Request Form for Re-Evaluation of Instructional Material

Identification of Material (author, title, publisher, etc.) _____

Request initiated by _____ Phone _____
Address _____ City _____ Zip _____

Person making the request represents: Self Group or organization Other

Name of person, group/organization or other: _____

1. To what in the item do you object? (Please be specific, cite pages if book.) _____

2. What do you feel might be the result of using this material? _____

3. For what age group would you recommend this material? _____

4. What portions of this material are of educational value? _____

5. Have you reviewed all of the material? Yes No
If not, what parts were not reviewed? _____

6. Are you aware of the judgment of this material by literary critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this material? _____

9. In its place, what material of equal literary and educational quality would you recommend that conveys as valuable a picture and perspective of our civilization? _____

Signature of Complainant

Date