

Request of Reconsideration of Instructional Materials Selection

1. Request for Reconsideration
 - a. Any resident or employee of the district may formally challenge the appropriateness of instructional materials used in the district's educational program. This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.
 - b. The district office will keep on hand and make available Reconsideration Request Forms. All formal objections to instructional materials must be made on this form.
 - c. The Reconsideration Request Form shall be signed by the complainant and filed with the superintendent.
 - d. Within five business days of the filing of the form, the superintendent or person so designated by the superintendent shall file the material in question with the reconsideration committee. The committee shall recommend disposition to the superintendent.
 - e. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances the material may be removed temporarily by following the provisions of Section 2.c. of this regulation.

2. The Reconsideration Committee
 - a. The reconsideration committee shall be selected by the superintendent and ensure opportunities for citizen and parent involvement.
 - b. The chairman of the committee shall not be an employee or officer of the district. The secretary shall be an employee or officer of the district.
 - c. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
 - d. The committee shall receive all Reconsideration Request Forms from the superintendent or person designated by the superintendent.
 - e. The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
 - (1) Distribute copies of written request form;
 - (2) Give complainant or a group spokesman an opportunity to talk about and expand on the request form;
 - (3) Distribute reputable, professionally prepared reviews of the material when available;
 - (4) Distribute copies of challenged material as available.
 - f. The committee may request that individuals with special knowledge be present to provide information.

- g. The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of such meetings.
- h. The committee shall make its decision in either open or closed session. The committee's final decision will be:
 - (1) To take no removal action;
 - (2) To remove all or part of the challenged material from the total school environment;
 - (3) To limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot. The written decision and its justification shall be forwarded to the superintendent for appropriate action and to the complainant.
- i. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material.
- j. Requests to reconsider materials which have previously been before the committee must receive approval of a majority of the committee members before the materials will again be considered. Every Reconsideration Request Form shall be acted upon by the Committee.
- k. Committee members directly associated with the selection of the challenged material shall be excused from the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications as that person excused.
- l. If the complainant is not satisfied with the decision, a request may be made that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

RECONSIDERATION REQUEST FORM FOR REEVALUATION OF INSTRUCTIONAL MATERIAL
(Submit to superintendent)

Book or Other Printed Material If Applicable:

Author _____ Hardcover Paperback Other
Title _____ Publisher _____ Date published _____

Audiovisual Material If Applicable:

Title _____ Producer (if known) _____
Type of Material (filmstrip, motion picture, etc.) _____

Request initiated by _____ Telephone _____
Address _____ City _____ Zip _____

Person making the request represents: Self Group or organization

Name of Group _____

1. To what in the item do you object? (Please be specific, cite pages, frames, etc.)

2. In your opinion what harmful effects upon students might result from use of this item?

3. Do you perceive any instructional value in the use of this item? _____
4. Did you review the entire item? If not, what sections did you review? _____
5. Should the opinion of any additional experts in the field be considered?
 Yes No Please list suggestions if any: _____
6. What would you like the school to do about this material?
 Do not use it with my student
 Withdraw it from use
 Send it back to the selector or selectors for evaluation
 Other
7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended? _____
8. Do you wish to make an oral presentation to the Review Committee?
 Yes No If yes, please call the superintendent's office at _____.

Signature: _____ Date: _____

References: