

### **Complaints Regarding Instructional Materials**

It is understood that honest differences of opinion may arise regarding instructional materials. Differences of opinion will be handled as follows:

1. All complaints are to be reported to the superintendent;
2. The complainant shall be supplied with the "Request for Reconsideration of Instructional Materials" form which must be filled out before further consideration can be given to the complaint;
3. The superintendent shall arrange for a review committee consisting of an administrator, two representative teachers, and two competent lay persons.
4. Immediately after its appointment, the committee shall meet, appoint a chair and secretary, study all the information available regarding to the material involved and submit a report of its findings to the superintendent within three weeks after its appointment.
5. The committee may recommend the questioned material be:
  - \* Retained without restriction;
  - \* Retained with appropriate restriction;
  - \* Not retained.
6. The superintendent shall report the review committee's recommendation to the Board at the next regularly scheduled meeting;
7. The decision of the board shall be final.

## REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Fill in information as appropriate:

If printed give:

If audiovisual give:

Author \_\_\_\_\_ Title \_\_\_\_\_

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

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The following information will be provided by school personnel:

Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Producer \_\_\_\_\_

Publisher \_\_\_\_\_ Distributor \_\_\_\_\_

Copyright Date \_\_\_\_\_ Copyright Date \_\_\_\_\_

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Your name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

You represent (check one)

Yourself only

(Name of Organization) \_\_\_\_\_

(Identify any other group) \_\_\_\_\_

1. To what in the material do you object? (Please be specific) \_\_\_\_\_

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2. What do you believe might be the result of using this material? \_\_\_\_\_

(continued)

3. Did you review the material in its entirety? \_\_\_\_\_ (Read all of the book or see the film and hear the discussions preceding and following the showing?) If not, what part did you review? \_\_\_\_\_

4. Are you acquainted with the judgment of this material by professional critics?

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

\_\_\_\_\_ Do not use it with my child.

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

\_\_\_\_\_ Send it back to the selector or selectors for re-evaluation.

7. In its place, what material of quality would you recommend that would be an appropriate substitute in the curriculum subject area involved?

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Complainant