
The suitability of particular instructional materials, which includes library materials, may be questioned by parents/guardians of students who attend the school in which the instructional materials are located.

Such cases shall be handled by the following procedure:

1. Any parent/guardian who wishes to request reconsideration of any instructional material used in the school that their student attends shall contact the principal of the school. The principal shall conduct a meeting with the parent and the district employee using the instructional material. The district employee shall explain the reason for the purchase and/or use of the instructional material.
2. If the parent/guardian still wishes to request reconsideration of the instructional materials, the principal shall provide the parent/guardian with the "Citizen's Request for Reconsideration of Instructional materials."
3. Upon receipt of a formal request, the superintendent/designee shall appoint a district instructional materials review committee and designate a chairperson. Members shall consist of at least the following:
 - a. The Chief Officer for the appropriate grade level and one licensed district employee other than the employee using the material. It is also recommended that one employee be from a department where the material in question may be used;
 - b. One media specialist other than the librarian or certified staff member from the school where the material in questioned is located;
 - c. Two laypersons;
 - d. One Board member.
4. Within ten days after a formal request for reconsideration has been received in the office of the superintendent, the review committee shall meet and consider the material with the specific objections in mind. If deemed necessary, the parent/guardian questioning the instructional material and/or the district employee using the material shall be invited to present their opinions objectively. The best interests of the students, community, school, and curriculum shall be paramount considerations. The review committee shall do the following:
 - a. Distribute copies of challenged materials,
 - b. Form Distribute copies of written request form;
 - c. Distribute reputable, professionally prepared reviews of the material when available;
 - d. opinions based on the material as a whole and not on passages pulled out of context.
5. Within 15 days of the review committee's initial meeting, the review committee shall submit a written report of their findings and decision regarding the questioned materials to the superintendent. The superintendent may grant an extension of this timeline if special circumstances warrant such action.

The material in question shall remain available for use at the school. If two-thirds of the committee agrees, the superintendent may temporarily withdraw instructional materials until such time as the particular issue has been resolved.

The complainant shall be kept informed by the superintendent concerning the status of the complaint throughout the committee reconsideration process.

6. The committee will decide on one of the following actions:
 - a. To take no removal action;
 - b. To remove all or part of the challenged material from the total school environment;
 - c. To limit the educational use of the challenged material.
7. An appeal of the committee's decision may be made to the superintendent and/or Board.
8. 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.
9. Requests to reconsider materials that have previously been before the committee must receive approval of a vote of two-thirds of committee members before the materials will again be considered. The committee shall act upon every Reconsideration Request Form.

Reviewed: 10/05/09

Approved: 10/05/09

Citizen's Request for Reconsideration of Instructional Materials
(submit to office of the superintendent)

Book or Other Printed Material If Applicable:

Author _____

Title _____ Publisher _____ Date of Pub. _____

Audiovisual Material If Applicable:

Title _____ Producer _____

Type of Material (video, motion picture) _____

Request initiated by _____ Telephone _____

Address _____ City _____ Zip _____

Person making the request represents self _____ group or organization _____

Name of Group _____

1. To what in the materials 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. What instructional value do you perceive in the use of this item?
4. Did you review the entire item? If not, what sections did you review?
5. What action would you recommend the school take?
_____ Do not use it with my student
_____ Withdraw it from all students for any classroom use
_____ Withdraw the material from the library
_____ Other

Signature: _____ Date: _____