

Request for Reconsideration Procedures

Instructional Materials

The following procedures are established for all materials placed in question by an individual, group, or organization. These procedures must be followed in the order presented below.

1. Every effort should be made to resolve misunderstandings with the person(s) primarily responsible for the utilization of the material(s) (such as the library media specialist or a teacher). If these efforts fail and a request is made for the withdrawal of the material(s) from the school, the REQUEST FOR RECONSIDERATION FORM, together with a copy of these PROCEDURES, will be furnished to him/her by the principal of the local school with a verbal explanation of the procedure for registering such a request.
2. The Request for Reconsideration of Instructional Materials Form will be completed by the person making the request and submitted to the school principal by the stated deadline: _____. Once the completed form is received by the school principal, he or she will notify the superintendent of the complaint, verifying that the procedure has been followed.
3. Upon receipt of the request form, the school principal will call a meeting of the Library Media Advisory Team (since this team is made up of stakeholders as governed by site-based decision making guidelines) or will appoint a review committee that consists of school stakeholders and/or other professionally qualified resource persons.
4. The Library Media Advisory Team or the review committee will evaluate the material(s) with the specific objections in mind as they relate to the educational program of the school. The team will use the CHECKLIST FOR RECONSIDERATION (for fiction or nonfiction works). The team may also request the individual initiating the request, and the person(s) primarily responsible for the utilization of the material(s), to appear before the committee to provide additional information.
5. The chairman of the Library Media Advisory Team (or review committee) will submit the final recommendation to the principal. The principal will inform the complainant and the superintendent within 45 of receiving this decision from the team or committee.
6. Due process allows the complainant to review the school's recommendation and appeal the decision to the district level by way of written complaint within 10 days of receiving the decision.
7. If the superintendent receives a written complaint regarding an appeal of the school's decision, he or she will convene a district-level committee to review the complaint, along with the local school's findings.
8. This district-level committee will decide to accept, modify, or reject the school's recommendation and this decision by the district committee is final.