

Curriculum Materials Adoption Committee
Challenged Materials Process Overview
for use by Northshore School District CMAC members.



A citizen wishing to request reconsideration of the use of specific instructional materials in the Northshore School District must complete the CMAC Form 2020F-5, ***Request for Reconsideration of Instructional Materials***. This form is available on the CMAC page of the district website, and is also available from the Northshore School District Instructional Support Department.

The requestor will deliver the completed reconsideration request form to the school principal, who will forward the form to the Chair of CMAC.

The CMAC chair is responsible for the following procedures outlined below to assure timely consideration of citizens' requests.

1. Establish a time and place for an open hearing of the request by CMAC. The hearing shall be held within thirty working days of the CMAC chair's receipt of the completed request.
2. Notify the requestor, the sponsor group, the instructional staff using the materials, and the CMAC members of the hearing. Notification shall include an invitation to present relevant information, oral or written. The Assistant Superintendents for Elementary and Secondary or designee will present the materials on behalf of the CMAC, and will draw from the CMAC application materials presented at the time of CMAC review. Both parties will have time to present to the CMAC, with an opportunity for follow up questions from CMAC.
3. Assemble and distribute pertinent data, including reviews and professionals' opinions of the instructional materials, the district and/or staff member's learning objectives in using the materials, the specific objections of the requestor, and any other information necessary for the committee to properly consider the request for reconsideration. Such information will be distributed to CMAC members.
4. Distribute student copies of the challenged material for all CMAC members to review prior to the hearing.
5. CMAC members have the responsibility to review all supporting information, including the challenged materials, prior to the hearing.
6. Hearings of a citizen's request for reconsideration of instructional materials shall be open to the public. The CMAC meeting agenda will be posted on the district website prior to the meeting.

7. Decisions shall be by a majority vote of CMAC. Decisions will be delivered in writing to the complainant and affected staff within ten working days of the committee's decision.

The citizen requesting the reconsideration of the instructional materials has the right to appeal the CMAC hearing decision to the Northshore School District Board of Directors at an open hearing. An appeal of the CMAC decision must be delivered in writing to the superintendent within two weeks of receipt of the CMAC decision. The school district board of directors will make the final decision on appeals. The final decision will be delivered in writing to the complainant.