

I-12: Guidelines for Initial Review of Materials

THE FOLLOWING ARE GUIDELINES FOR REQUESTING AN INITIAL REVIEW OR RECONSIDERATION OF MATERIALS:

1. Any agency, district employee, parent or resident may request an initial review or reconsideration of materials.
2. Information for reconsideration must be additional to or different from any considered on the initial vote.
3. Requests for review or reconsideration of materials must be submitted on Form 600/1 "Request for Initial Review or Reconsideration of an Instructional Material" in writing to the committee chair or vice chair three weeks prior to the next committee meeting if they are to be placed on the agenda.
4. Members of the committee will be given a copy of each request.
5. The individual/organization requesting the initial review will be given an opportunity to present the new information to the committee.
6. Following the presentation, the committee will discuss and vote on the materials in question.
7. A two thirds majority vote of present members will be required for approval. A quorum of 10 members must be present.
8. An item may be reconsidered only one time. The committee will determine whether to reconsider the material and, if so, whether to grant the individual/organization requesting the reconsideration to present the new information to the committee.
9. If the individual/organization requesting the reconsideration is not satisfied with the decision of the committee, the individual/organization may appeal to the executive director of teaching and learning for further review. Any recommendation will return to the committee for discussion and action.
10. The Salt Lake City School District Board of Education has the authority and responsibility to make final decisions concerning affairs of the district. This committee will abide by rules, regulations, and policies of the board.