

I-7: Administrative Procedures, Curriculum and Instructional Materials <https://www.slcschools.org/board-of-education/policies/i-7/i-7-ap/english/>

VI. Procedures to Express Concerns and to Request Reconsideration of Instructional Material

- A. Parents are encouraged to initially discuss their concerns about any instructional material being used in the classroom with the appropriate teacher.
- B. The teacher should meet with the parents to discuss their concerns, the reason for the selection, and, if appropriate, offer a mutually acceptable alternative.
- C. If the parents are not satisfied with that outcome, they may submit a written explanation of their concern(s) with the instructional material(s) to the school principal. **(See Document A)**
- D. The principal will inform the parents, i.e. complainant, of the intended use of the questioned material and its relevance to the core curriculum. The principal may involve appropriate personnel in the explanation of the selection procedure, criteria, and the qualifications of those who reviewed and recommended the material.
- E. In the event the complainant is not satisfied with the initial explanation, he or she may complete a Request for Reconsideration of Instructional Material form and submit it to the superintendent. <https://www.slcschools.org/board-of-education/policies/i-7/i-7-request-for-reconsideration-of-instructional-material/english/>
1. All formal objections to instructional material must be reported on this form and can be filed only by a parent or guardian of a student enrolled in the district.
 2. Within 10 business days, the superintendent, or designee, will forward the form and the request to the reconsideration committee for evaluation.
 3. The reconsideration committee will be composed of the following district employees, and will be appointed by the superintendent:
a. the library media supervisor, acting as chair; b. a principal; c. a library media teacher; d. two Parent Teacher Association representatives; e. a curriculum specialist; and f. at least two classroom teachers.
 4. At its first meeting, the reconsideration committee will meet in open session and:
a. distribute copies of the completed request form; b. distribute copies of the challenged material as available; c. give the complainant, or spokesperson, an opportunity to talk about the request; and d. provide reputable professional views of the material, when available.
 5. **At a second or subsequent meeting, the committee will make its recommendation in open session.**
 6. The committee's recommendation may be to take no action, or to remove all or part of the challenged material. **(See Document B)**
 7. The written recommendation and its justification will be forwarded to the superintendent. **(Committee summary of Document B)**
 8. The superintendent will consider the committee's recommendation and make a decision.
 - a. The superintendent will notify the complainant by letter of his/her decision and any resulting district action.
 - b. For informational purposes only, the superintendent's decision will be forwarded to the board.
 9. If the complainant is not satisfied with the decision, within 10 calendar days of receiving the superintendent's decision, the complainant must send a written request to the board president that the matter be reconsidered by the board.
 - a. Upon receipt of such request, the board will place the matter on its agenda within the next four board meetings.
 - b. The board will decide whether or not to uphold the superintendent's decision.
 10. Questioned material purchased through normal selection procedures will usually remain in use throughout the reconsideration process. In exceptional circumstances, the reconsideration committee, at its initial meeting, may temporarily suspend use of the material pending final determination by the superintendent or board

(Document A) REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

MEDIUM (circle): Book video other: _____

TITLE _____

AUTHOR _____

Publisher _____

Copyright Date _____ Call Number _____

NAME OF SCHOOL/BUILDING WHERE THE TITLE IS LOCATED.

REVIEW REQUEST INITIATED BY:

Name(print) _____ Signature _____

Address _____

City _____ State _____ Zip _____

Contact phone number _____ Best time to contact _____

If representing others, give name of person(s), address(es) and phone number(s):

EVALUATION: (attach extra pages as needed)

1 I have read or viewed the entire book, video, etc. Yes _____ No _____

2. Summary of the book in your own words:

3.To what in the book do you object? Please be specific and cite page numbers.

4. What do you feel might be the result of reading this book? Please be specific and cite page numbers.

5. What do you like or find positive about this book? Please be specific.

6. Is there any age or group that should be allowed access to this book? If yes, who or what group? Please be specific and explain your reasoning.

7. Is there any age or group that should not be allowed access to this book? If so, who or what group? Please be specific and explain your reasoning.

8. Have you read any reviews of the material? If so, please list source and date of the review.

9. Are you aware of the literary critics' judgment of this book and the author's reputation? Write what you know of these literary opinions.

10. What would you like the school to do about this book?

11. Can you recommend another title for the school library to purchase that presents an alternative point of view from the title in question? If yes, please list title, author, publisher, copyright.

Date this form was received _____

Whom was it submitted to (print) _____

Date Reconsideration committee has been notified by whom and how _____

Action Plan:

(Document B) Library Media Evaluation of Library Materials (Committee members complete)

Date: _____

Title for Reconsideration: _____

Evaluator: _____

Evaluator's Committee Title: _____

1. I have read or viewed the entire book, video etc. Yes _____ No _____

2. Did you find the material in question objectionable? Please share why or why not:

3. Is there any age or group that should be allowed access to this book or video?

If yes, who or what group? Please be specific and explain your reasoning.

4. Is there any age or group that should not be allowed access to this book or video?

If yes, who or what group? Please be specific and explain your reasoning.

What action should be taken concerning this material?

_____ **No action**

_____ **Remove from the school media center**

_____ **Restrict to specific approved groups**

_____ **Other: explain**