I-12: Guidelines for Initial Review or Reconsideration 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 information considered as part of the initial vote.
- 3. Requests for review or reconsideration of materials must be submitted in writing on form "Request for Initial Review or Reconsideration of an Instructional Material" 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 allow 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 instructional materials. This committee will abide by rules, regulations, and policies of the board.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment to poportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.