Reconsideration Procedures for Instructional Materials
Instructions for an Instructional Materials Challenge

Directions for a Challenge
If a parent challenges a book or other instructional materials, do the following:
• Provide a Request for Reconsideration of Resources form
• Provide information on where the person can review Policy 3210
• The Challenge form should be submitted to the principal, who will pass it on to the school level Media Technology Advisory Committee Chairperson so that the MTAC can act on the challenge

Media/Technology Advisory Committee Procedures

• The make up for this team is listed in policy 3200. Policy 3200

If a complaint is made, the following procedures should be observed:

The Media/Technology Advisory Committee will:

Examine the challenged material and the complaint

Survey reviews of the materials in professional reviewing sources

Determine if the material is grade level appropriate

Weigh merits against alleged faults to form opinions based on the material as a whole and not on passages isolated from context.

Discuss the material and make a simple majority decision for its placement. Options include:

- Take no action
- Remove the material from circulation
- Place the material at another school level
- Regulate its availability
- Other

For the purposes of the challenge only, the media coordinator will head the Media/Technology Advisory Committee. After discussion, the committee will reach a simple majority decision with the media coordinator abstaining from the vote. In the case of a tie, the media coordinator will cast the deciding vote. The decision will then be delivered to the complainant in writing.
After the Media/Technology Advisory Team has met

After the Media/Technology Advisory Team has met and made a decision about the materials, do the following:

• Write the complainant a letter explaining the decision.

If either party is dissatisfied with the decision he/she may file a REQUEST FOR REVIEW OF A BUILDING-LEVEL DECISION form with the Superintendent.

The District Curriculum Committee at the direction of the Superintendent will review the school level decision.

The Curriculum Committee shall:

- Convene and review the challenged material
- Survey appraisals of the materials from professional reviewing sources
- Review the decision of the School Level Media Technology Committee
- Prepare and submit written findings and a recommendation to the superintendent

The Superintendent shall review the findings and recommendations of the District Curriculum Committee and render a written decision to the complaint and the principal.

The Complaint, if dissatisfied, may petition the New Hanover County School Board of Education for a hearing.

The Board may grant or deny a hearing at its discretion. If the Board denies the petition for a hearing, the decision of the Superintendent is final. If the Board grants a hearing, the following procedures shall apply. The Board has final authority and discretion to determine whether a challenge has merit and whether challenged material should be retained, removed from the New Hanover County Schools entirely, whether it should be removed to another school level, or whether its availability should be restricted. The Board shall have the authority to determine the procedures to be followed for such appeals including the authority to determine the manner in which the evidence will be presented, whether by written documentation only or live witness testimony, whether to allow the complainant or others to make oral statements, the length of the hearing and other procedural matters.
REQUEST FOR RECONSIDERATION OF RESOURCES

Name of person making request ___________________________ Telephone _______________________

Address ___________________________________________ Email _________________________________

Complaint represents: himself/herself Organization ___________________________________________

Are you a parent or guardian in this school _______ Child’s Grade Level _________________________

School _____________________________________________

Title of Item _________________________________________

Author/Artist/Composer etc. ___________________________ Publisher ___________________________

Copyright date _________________________________________

How did you acquire this item? ___________________________

Did you read, listen to, or view the entire selection? _____________________________

If no, what parts? ____________________________________

To what do you object? (Be specific) _________________________

What do you feel might be the result of the student’s reading, viewing or listening to this item?

____________________________________________________

Are you aware of any evaluations of this item from authoritative sources? _______________________

List sources: _________________________________________

Do you want other persons in the community to determine the kind of materials your child may or may not use in school?

____________________________________________________

Other Comments: ____________________________________

Signature __________________________________________ Date ___________________________
REQUEST FOR RECONSIDERATION OF BUILDING-LEVEL RECOMMENDATION

Name of person making request __________________________________ Telephone __________________________

Address _____________________________________________ Email ________________________________

Complaint represents: himself/herself Organization ___________________________________________

Are you a parent or guardian in this school _______ Child’s Grade Level _______________________

School ______________________________________________

Title of Item __________________________________________

Author/Artist/Composer etc. ___________________________ Publisher __________________________

Copyright date________________________________________

Are you aware of the reasons for the building-level decision regarding this resource? Yes No

What aspects of the decision are you requesting to be reviewed? ____________________________

____________________________________________________

____________________________________________________

Do you have any additional comments or information about the resource that you did not include on the building level Request For Consideration form? Yes No

If yes, please include: _________________________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Signature __________________________________________ Date __________________________