

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 Complainant, 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 _____