
Reconsideration of Instructional Materials

Complainant's Name: _____

Contact Information:

Phone _____ **Email** _____

Name of Instruction Material Under Protest: _____

Proposed Action: **Removal** **Limit Use**

Rationale:

A written decision will be delivered to the complainant within two months. Any appeal of this decision must be delivered in writing to the superintendent within two weeks. The board will make final decisions on appeals.

A community member wishing to protest use of any instructional materials in the school system must use the form for requesting reconsideration of instructional materials. These forms are available from the district curriculum office. The complainant will deliver the completed request form to the instructional materials committee secretary, who will take the following steps to assure timely consideration of requests:

- A. Set a time and place for an open hearing of the complaint by the instructional materials committee. Such hearing will be within 30 days of the committee secretary's receipt of the completed request form.*
- B. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification will include an invitation to present relevant information, oral or written.*
- C. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the committee to properly judge the request for reconsideration.*

Hearings of a community member's request for reconsideration will be open to the public. The committee will consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions will be by majority vote of the committee. Decisions of the committee will be delivered in writing to the superintendent, complainant and affected staff within 10 days.