

REQUEST FOR RECONSIDERATION OF BOOKS AND/OR OTHER MATERIALS

Persons not in agreement with the GWRSD regarding the selection of books and/or other instructional materials and who wish a particular book or materials to be reviewed, must submit to the Director of Curriculum a *Request for Reconsideration of Instructional Materials*. The request forms are available in each school office.

The Director of Curriculum, upon receipt of a completed Request for Reconsideration form, will acknowledge receipt to the complainant and notify the Superintendent or designee, who will do the following:

- 1) Convene an ad-hoc review committee which includes an administrator from the appropriate grade level, a faculty member from the appropriate grade level, a media specialist, a parent and/or community member and, if the material being reconsidered pertains to the secondary school, the Academic Coordinator for the subject area involved and a student from the appropriate grade level.
- 2) Arrange for a reconsideration meeting within 15 school days after receipt of the completed request form. *Access to the challenged material shall not be restricted during the reconsideration process.*
Once convened, the reconsideration committee shall
 - Examine the challenged material by reading, viewing, or listening to it in its entirety;
 - Determine general acceptance by reading critical reviews of the material;
 - Weigh values, strength, and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
 - Receive testimony from any or all parties involved;
 - Review the challenged material in the context of the educational program, noting that the criterion for the final decision is the appropriateness of the material for its intended use; and
 - Prepare a written report, that includes a recommendation, to be submitted to the Superintendent.

Should the Superintendent decide to remove the material, they shall notify the complainant and recommend such action to the GWRSD School Board.

Should the Superintendent decide to retain the material, they shall then notify the complainant, who shall have the right to appeal the decision within 15 school days to the GWRSD School Board, whose decision will be final.

This Administrative Form accompanies:
Policy IJAA: Reaffirmed 1/06/2025