

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

(For use with Policy 2020)

Type of material (textbook, library book, magazine, film, etc.): _____

Title: _____

Author: _____

Publisher or Producer (if known): _____

Request initiated by (your name): _____

Telephone: _____ Email: _____

Address: _____

Your student's school and grade level if applicable: _____

1. Have you discussed the material with the teacher or person primarily responsible for its use?

Yes No 2. Are you aware of the teachers' purpose for using the material? Yes No

If yes, what was the purpose?

3. Have you examined (read, viewed, etc.) the material in its entirety? Yes No 4. Do you feel the materials are suitable for the reading level, intellectual and social maturity and interest of the student users? Yes No

Why?

5. Why do you feel the material is inappropriate?

(Please be specific, cite pages when possible. Use a separate page if necessary.)

6. Is the material in question a core or supplemental instructional material?

7. Do you represent yourself or a group?

If a group; what group or organization?

Signature: _____ Date: _____

Please submit your request to the principal of the school where the materials are being used.

If the material in question is a **Core Instructional Material**:

Committee Review: If the issue cannot be resolved at the school level, the IMC will provide a written decision after the next scheduled IMC meeting.

Appeal Process: The parent, teacher using the reviewed materials or the principal may appeal the IMC's decision by submitting a written request to the superintendent or designee. The superintendent's or designee's decision is final and cannot be appealed. Once a final decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines a significant change in circumstances has arisen.

If the material in question is a **Supplemental Instructional Material**:

Principal's Decision: If the issue cannot be resolved, the principal, in consultation with a library media specialist, will review the materials and issue a written decision on whether to remove them. The decision must be issued within 30 days of meeting with the parent or within 60 days of receiving the complaint if the parent does not request a meeting.

Appeal Process: If the parent or teacher disagrees with the principal's decision, they may appeal to the superintendent or designee in writing. The superintendent's or designee's decision is final and cannot be appealed. Once a final decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines a significant change in circumstances arises.

Decisions made under this process must comply with RCW 28A.320.233, be based on the selection criteria for core instructional material described in procedure 2020 and may apply only to the student or students whose parent/guardian submitted the complaint.