

<b>Timberlane Regional School District</b>	<b>Policy Code: KEC</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91, 02-24-05</b> <b>Revised: 05-07-26</b>	<b>Page 1 of 1</b>

## RECONSIDERATION OF LIBRARY OR INSTRUCTIONAL MATERIALS

Persons not in agreement with the school on its selection of books or other instructional material, who reside in one of the four towns that comprise the district (Atkinson, Danville, Plaistow, or Sandown), and who wish a particular book or material to be reviewed, must submit to the Principal a “Citizen’s Request for Reconsideration of Instructional Materials.” The request forms are available in Timberlane Regional School District Procedure KEC-R.

The Principal, upon receipt of a “Citizen’s Request for Reconsideration” will acknowledge receipt to the resident complainant and list anticipated steps to be taken. The Principal will then notify the Assistant Superintendent to start the work of the Instructional Book/Materials Review Committee per procedure KEC-R.

The final decision and report of the Instructional Book/Materials Review Committee will be forwarded to the Superintendent of Schools, who will forward the report to the resident complainant. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the resident complainant does not accept the Superintendent’s decision, that individual may, within ten (10) working days of the resident complainant’s receipt of the Superintendent's decision, request a review by the School Board, whose decision will be final.

During the investigation, the library or instructional material will remain in use unless the Instructional Book/Materials Review Committee votes to remove the material until a final decision is made.

### **Requests for Exceptions to Specific Course Materials**

Policy IGE provides parents/guardians with guidance on how to request an exception to specific course materials for their student.

*Appendix KEC-R*  
*Appendix KEC-X*