

Request for Reconsideration of Instructional Materials:



Procedures for Reconsideration of Curriculum Adopted Instructional Materials:

1. The parent/guardian or student shall discuss the concern with the teacher and school principal.
2. The parent/guardian or student shall be invited to file a complaint in writing with the principal by completing the form entitled "Request for Reconsideration of Instructional Materials."
3. The building principal shall send a copy of the written complaint to the Superintendent and the Assistant Superintendent of Academic Achievement.
4. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or School Board suspends its use.
5. The Assistant Superintendent of Academic Achievement shall convene the available members of the original curriculum study committee who recommended Board adoption of the instructional materials.
6. The committee shall be convened within ten (10) school days after a complaint has been filed with the Assistant Superintendent of Academic Achievement. Each committee member shall receive a copy of the written complaint as well as a copy of the material in question.
7. The committee shall research and validate the facts of the complaint by adhering to the following criteria:
 - Extent to which it supports the curriculum.
 - Suitability of the subject matter, vocabulary, and presentation for the students' experience and maturity and for the intended use of the material.
 - Content of the material in terms of currency, accuracy, and consistency with curriculum goals.
8. The committee shall file the fact-finding report with the Assistant Superintendent of Academic Achievement, the Superintendent, and the complainant. The report shall respond to each criterion listed in section 7 and include answers to specific objections of the complainant.
9. The Superintendent shall present the written complaint along with the fact-finding report to the Board. The Board shall conduct a public hearing for interested persons, including the complainant.
10. The District Curriculum Council (Policy/Regulation IG/IG-R – Curriculum Development, Adoption and Review) shall attend the public hearing. Each member of the Curriculum Council will receive a copy of the written complaint along with the fact-finding report.
11. Within seven (7) calendar days of the public hearing a special meeting of the Curriculum Council shall be held to prepare a recommendation for the Board. The special meeting shall be open to public observation. Within 30 school days, the Curriculum Council shall recommend one of the following options:
 - The materials will continue to be used without restrictions.
 - The materials will continue to be used with restrictions.
 - The materials will be moved to another level for use without restrictions.
 - The materials will be move to another level for use with restrictions.
 - The materials will be removed from the curriculum and replaced if necessary.
 - Request an extension of time.
12. The Curriculum Council recommendation shall be filed with the Superintendent to be presented to the Board and a copy shall be sent to the complainant. Within 15 school days of the receipt of the recommendation, the Board shall make final determination.



**Request For Reconsideration of
Instructional Materials**
Policy KEC-R

To: Principal _____ School _____
Copy to: Teacher _____ Subject/ _____
Grade Level _____
Request: Name _____ Telephone _____
Address _____

Author and title of item to be reconsidered _____
Type of material (e.g. book, textbook, video, artwork, Internet site) _____
Publisher or producer (if Internet site, please give complete URL): _____

Have you read or viewed the reconsidered material in its entirety? Yes No
If yes, what was the approximate date you read or viewed it? _____

What do you find objectionable about the material currently taught OR what do you find lacking in the material currently being taught? Please be specific. Use additional sheets if necessary.

What do you think might result from continued use of this material or from continued exclusion of this material?

What do you believe is the theme and/or purpose of this item?

Are you aware of the judgment of this work by critics or authoritative sources? If so, please summarize what you have heard or read and give the source of the information.

What would you recommend be done with this material?

- _____ The materials will continue to be used without restrictions.
- _____ The materials will continue to be used with restrictions.
- _____ The materials will be moved to another level for use without restrictions.
- _____ The materials will be moved to another level for use with restrictions.
- _____ The material will be removed from the curriculum and replaced if necessary.
- _____ Other _____

Upon receipt of this completed form:

13. The building principal shall send a copy of the written complaint to the Superintendent and the Assistant Superintendent of Academic Achievement.
14. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or School Board suspends its use.
15. The Assistant Superintendent of Academic Achievement shall convene the available members of the original curriculum study committee who recommended Board adoption of the instructional materials.
16. The committee shall be convened within ten (10) school days after a complaint has been filed with the Assistant Superintendent of Academic Achievement. Each committee member shall receive a copy of the written complaint as well as a copy of the material in question.
17. The committee shall research and validate the facts of the complaint by adhering to the following criteria:
 - Extent to which it supports the curriculum.
 - Suitability of the subject matter, vocabulary, and presentation for the students' experience and maturity and for the intended use of the material.
 - Content of the material in terms of currency, accuracy, and consistency with curriculum goals.

18. The committee shall file the fact-finding report with the Assistant Superintendent of Academic Achievement, the Superintendent, and the complainant. The report shall respond to each criterion listed in section 7 and include answers to specific objections of the complainant.
19. The Superintendent shall present the written complaint along with the fact-finding report to the Board. The Board shall conduct a public hearing for interested persons, including the complainant.
20. The District Curriculum Council (Policy/Regulation IG/IG-R – Curriculum Development, Adoption and Review) shall attend the public hearing. Each member of the Curriculum Council will receive a copy of the written complaint along with the fact-finding report.
21. Within seven (7) calendar days of the public hearing a special meeting of the Curriculum Council shall be held to prepare a recommendation for the Board. The special meeting shall be open to public observation. Within 30 school days, the Curriculum Council shall recommend one of the following options:
 - The materials will continue to be used without restrictions.
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 - The materials will be removed from the curriculum and replaced if necessary.
 - Request an extension of time.
22. The Curriculum Council recommendation shall be filed with the Superintendent to be presented to the Board and a copy shall be sent to the complainant. Within 15 school days of the receipt of the recommendation, the Board shall make final determination.

Signature of Complainant

Date