

(paper copy)

Instructional Material Reconsideration Request Form

"Instructional material" as used in this format is defined as printed or non-printed materials whether considered classroom materials provided in multiple copies for use as a major segment of a class or library materials.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Office Staff Only

Date Received: _____

Time Received: _____

Which of the following best describes your relationship to the district in submitting this request? * Identify only one.

- ☐ Student of Lewis Central CSD
- ☐ Parent/Guardian
- ☐ Other family member
- ☐ Concerned member of our community
- ☐ Representing an organization
- ☐ Other: _____

If representing a group please identify the group: _____.

The building where the instructional material in question can be found:

- ☐ Kreft
- ☐ Titan Hill
- ☐ Middle School
- ☐ High School

I have brought this to the attention of the appropriate person.

- ☐ Yes
Please identify this person here: _____
- ☐ No. Please contact the appropriate person at the building level to seek a solution. If you are not satisfied with those results, you can continue completing this form after identifying the person with whom you consulted.

If the prior answer is no, see Board Policy 603.7a. The first step in requesting the reconsideration of instructional materials is to contact the building's teacher (classroom materials), the librarian (library materials), or the building principal.

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Details of Material in Question

Which best describes the material in question?

- ☐ Library Book or Magazine
- ☐ Classroom Textbook
- ☐ Video/Film
- ☐ Program
- ☐ Audio Recording
- ☐ Newspaper
- ☐ Internet Site
- ☐ Other: _____

Title: _____

Author: _____

Publisher: _____

Date published: _____

Other information to assist in identifying the instructional materials:

What brought this material to your attention? _____

Have you examined the material in its entirety?

- ☐ Yes
- ☐ No

If not, about how much did you examine?

- ☐ Almost all of the material
- ☐ More than half
- ☐ Less than half
- ☐ Only a brief amount of the material

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Rationale for requesting reconsideration of material.

Describe the objection with the material. *(Please be as specific as possible by citing pages, points of objection, etc. For example: "pp 3-4: multiple racial slurs used"). Attach additional pages in needed.*

In your opinion, what do you believe might be the result of reading, hearing, or viewing this material?

Describe your awareness of the teacher's objective(s) in using this material in the classroom or the librarian's objective(s) in making it available in the library.

Are you aware of reviews or judgements of this material by critics or outside experts; perhaps resources the review committee can access for additional points of view regarding this material? If so, please identify them here:

In your opinion, what instructional value exists in the use of this material?

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Input to the Review Committee on Resolution Possibilities

(The Review Committee will discuss how to best resolve this reconsideration request and has multiple options for resolution as described in Board Policy 603.7d.)

If the committee were to reach a decision to replace the material in question, what would you recommend as alternative resources that would be of equal or superior quality for the purpose intended?

Do you have additional information for the review committee that you have not shared as responses in this form?

- ☐ Yes
- ☐ No

If you answered yes, please submit this information in written form to the building secretary at the location where the instructional material is to be reconsidered along with this completed Request Form, or provide a url address at which the committee can virtually access the information. _____

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Next steps: Once a form is submitted to the building secretary at the location where the instructional material is to be reconsidered, the building principal convenes a 5-member committee consisting of the district's curriculum director, the principal, a teacher, the librarian, and a representative from the building's parent group. In absence of this group, the principal will seek a parent member of the district's School Improvement Advisory Committee (SIAC). This committee will meet within two weeks of the submission of a request following guidelines set forth in Board Policy 603.d. The principal will send a report outlining procedure and the recommendation of the review committee to the person submitting the reconsideration request, as well as the superintendent, within one week of the committee's decision.

Approved: 11/02/09
Modified: 05/21/18
Reviewed: 10/19/09; 12/01/14; 05/07/18