

Reconsideration of Instructional Materials

Reconsideration Process

Step 1: Complainant will contact teacher or library media personnel with oral complaint. Complaint may be resolved at this level.

Step 2: The teacher or library media specialist will bring the complaint to the attention of the building principal who shall schedule a meeting between the parties to discuss the matter.

Step 3: If the complaint is not resolved during this meeting, the principal shall provide the complainant with a "Request for Reconsideration of Instructional Materials" form. A copy of the item under consideration may be given to the concerned party for review. The item must be returned and the borrower will be billed for replacement cost if the item is not returned.

Step 4: The complainant should return the form to the building principal within 10 working days after the meeting. The principal will forward the form to the Assistant Superintendent within 5 working days with a summary of the process to that point. Material(s) shall remain in use pending the outcome of the request for reconsideration process, but if the item is supplementary material, parents will be entitled to opt-out provisions in policy GAAC. If the complainant does not meet the recommended time limits, he/she waives his/her right to move the complaint to the next level.

Step 5: Within 15 working days of receipt of the form requesting reconsideration of the selection of the material, the Assistant Superintendent will charge the District Materials Review Committee with reconsidering the selection of the material in question in light of the concerns of the complainant. The 15 working day timeline may be extended by a mutual agreement of the complainant and the Assistant Superintendent.

The committee may request input from additional instructional and/or administrative staff if the selection or use of the material involves a specific grade level, content area, or students with special needs, as well as call on expertise in the community.

The committee will meet as needed to hear the complaint and reconsider its selection for use in the District.

District Materials Review Committee Membership

There will be a standing district committee named to handle requests for reconsideration of classroom and/or library materials. The Assistant Superintendent will facilitate the selection of the standing district committee with input from various groups (e.g., district's principals, district's library media specialists, district's teachers, Parent Advisory Groups such as PACs and PTOs) to serve two year staggered terms. This committee will meet only as needed. There may be cases, depending on the level from which the reconsideration request is being made in which only some

members of the committee will be asked to review a case. The committee will include the following:

1. Director of Curriculum and Instruction (Committee Facilitator)
2. Assistant Superintendents
3. District Library Director
4. Elementary Principal
5. Middle School Principal
6. High School Principal
7. Elementary Library Media Specialist
8. Middle School Library Media Specialist
9. High School Library Media Specialist
10. Elementary Teacher
11. Middle School Teacher
12. High School Teacher
13. PTO/PAC representative—Elementary
14. PTO/PAC representative—Middle School
15. PTO/PAC representative—High School
16. Additional community members as needed

Procedure for Reconsideration by the District Materials Review Committee

1. All members of the committee will receive a copy of the request with any supporting materials the complainant and the district submits.
2. All members of the committee will read/view the entire work.
3. The committee will meet with the complainant who will present his/her concerns about its selection and use.

4. The material in question will be reconsidered in light of the district's selection criteria (Policy GAAD and/or GAADA), rationale for selection by district personnel, reviews from accepted sources, general acceptance of the material as well as concerns from the complainant.
5. The committee will determine the process by which it will make a decision on the selection and use of the material in question.
6. The committee's deliberations will be open.
7. The committee will make a decision on the selection and use of the material in questions. The Director of Curriculum and Instruction will prepare a committee report, which will be signed by members of the committee. A letter of notification of the committee's decision will be sent to the complainant within 10 working days of the committee's decision. It will include a copy of the committee report.
8. A copy of the report will be sent to the principal and instructor or librarian of the building where the reconsideration request originated.
9. A copy of the report will be on file in the offices of the Assistant Superintendent and the District Library Coordinator.

Appeal of District Committee's Decision on Reconsideration of Challenged Materials

If either the individual who initiated a request for reconsideration or the instructor or librarian who made the initial material selection chooses to appeal the committee's decision to the School Board, a request to do so should be submitted in writing to the Assistant Superintendent within 15 days of receiving the committee's decision. He/she will forward the appeal request to the Superintendent. The Superintendent will present the appeal request to the School Board for disposition. The decision of the Board in matters of selection is final.

If the deadlines listed in this process are past, any individual involved in the complaint waives his/her right to move the process to the next level.