

# Request for Reconsideration of Instructional Materials Form

*Process for reconsideration of instructional materials and textbooks as published Rhea County Board of Education Policy 4.403 is as follows:*

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.
5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee within fifteen (15) days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.
7. The review committee shall take the following steps after receiving the challenged materials:
  - a. Read, view, or listen to the contested material in its entirety;
  - b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - c. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school;
  - d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
  - e. Present a recommendation to the Director of Schools and the Board.
8. The Board shall review the recommendation presented by the review committee and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.
9. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.

Material Questioned

1. Author: \_\_\_\_\_

2. Title: \_\_\_\_\_

3. Publisher: \_\_\_\_\_

Audio Visual Materials

4. Author: \_\_\_\_\_

5. Title: \_\_\_\_\_

6. Publisher: \_\_\_\_\_

Contact Information

7. Request Initiated by: \_\_\_\_\_

8. Address: \_\_\_\_\_

9. Phone Number: \_\_\_\_\_

10. Complaint represents: Self \_\_\_\_\_ or  
Organization/Group (Please provide name): \_\_\_\_\_

11. What material do you object to? Please be specific. \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

12. What do you feel is offensive or inappropriate about this material? \_\_\_\_\_

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