

**RECONSIDERATION OF  
INSTRUCTIONAL MATERIALS**

Persons not in agreement with the school on its selection of books and who wish a particular book to be reviewed must submit to the Principal a "Request for Reconsideration of Instructional Materials." The request forms are available at the school office.

The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review Committee, and schedule meetings necessary to review the complaint and write a report.

The final report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit their request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final.

During the investigation the book will remain in use unless the Book Selection Committee desires to remove or restrict the book until a final decision is made.

**Required Reading**

Author \_\_\_\_\_  
\_\_\_\_\_

Textbook

Title \_\_\_\_\_  
\_\_\_\_\_

Hardcover

Publisher \_\_\_\_\_  
\_\_\_\_\_

Paperback

Request initiated by \_\_\_\_\_

Selected Reading

Address \_\_\_\_\_  
\_\_\_\_\_

Hardcover

Telephone \_\_\_\_\_  
\_\_\_\_\_

Paperback

Complainant represents \_\_\_\_\_

**Media Presentation**

Himself \_\_\_\_\_  
\_\_\_\_\_

Record

Organization \_\_\_\_\_

Film name \_\_\_\_\_

Film Strip \_\_\_\_\_

Other group \_\_\_\_\_

Slides name \_\_\_\_\_

1. To what particular contents do you object? Please be specific; cite pages if possible. \_\_\_\_\_

2. What of value is there in this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of reading (viewing) this work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. For what age group would you recommend this work? )

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Did you read (view) the entire work? \_\_\_\_\_

If not, what pages or sections? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Are you aware of the judgment of this work by critics? \_\_\_\_\_

\_\_\_\_\_

7. Are you aware of the instructional purpose for using this work?

\_\_\_\_\_

\_\_\_\_\_

8. What do you believe is the theme or purpose of this work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. What would you prefer the school do about this work?

\_\_\_\_\_ Do not assign or recommend it to my child.

\_\_\_\_\_ Withdraw it from all students.

\_\_\_\_\_ Reevaluate it.

10. What work of equal value would you recommend to replace the one you question?

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(Signature of Complainant) \_\_\_\_\_

Date: \_\_\_\_\_

*See policy KEC*