

Category:	Procedure:	
Instructional Goals and Objectives	Reconsideration of Instructional Materials and Textbooks	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-212	June 1997	May 2010

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Refer to policy I-212

The Principal, Chief Accountability Office and Director of Media Services are generally responsible for implementation of this procedure.

If a complaint is made regarding textbooks or instructional materials, the following procedure is to be used:

1. The person receiving the complaint will inform the Chief Accountability Office, who will in turn notify the Assistant Superintendent for Curriculum and Instruction and the Chief of Staff.
2. The Executive Director for Instruction will contact the complainant, insure that he or she is aware of the selection procedures for instructional materials and request the complainant to submit a formal "Request for Reconsideration of Instructional Materials" (MC-114).
3. If, upon receipt and review of the completed form, the Executive Director for Instruction determines that the written complaint has validity, she will contact the principal of the appropriate school to initiate a review of the materials. Within thirty (30) school days of being contacted by the Chief Accountability Office, the principal will establish a school-level ad hoc materials review committee to complete a review of the challenged material. The principal will appoint a committee chair, and ensure the membership of the committee includes, as a minimum, one or more certificated library media faculty members, classroom teachers, parents, and students.
4. Challenged materials will continue to be available for use during the reconsideration process.
5. The review committee shall take the following steps after receiving the request for reconsideration and the challenged materials:
 - a. Read, view and/or listen to the 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 supports the curriculum;
 - d. Complete the appropriate "Review Committee's Checklist for Reconsideration of Instructional Materials" (MC-114B) judging the material for its strength and value; and
 - e. Present a recommendation to the principal for further action and to the Superintendent for purposes of information and/or action.

42 f. The principal will compile all materials reviewed, the completed MC-114Bs from each committee
1 member and any other pertinent material generated by the committee. The principal will submit this
2 information along with a summary memorandum to the Executive Director for Instruction. The
3 memorandum will summarize the committee's work and present the findings and recommendation(s)
4 of the committee, as well as the principal's response.
5

6
7 6. The Executive Director for Instruction will review the material for completeness and accuracy and
8 provide a complete package of the committee's materials and the principal's summary memorandum to
9 the complainant and to the Chief of Staff for information.
10

11 7. If the complainant desires further action after receiving the recommendation(s) of the committee and the
12 decision of the principal, an appeal may be made to the Director of Schools.
13

14 8. Upon receiving a request for appeal, the Director of Schools will establish a system-level ad hoc
15 committee to review the materials submitted by the school review committee and any other materials
16 the committee may consider appropriate.
17

18 a. The committee will be chaired by the Assistant Superintendent for Curriculum and Instruction and
19 as a minimum will include the Chief Accountability Office, the Director of Media Services, a
20 classroom teacher with appropriate subject matter expertise, a parent, a student and the appropriate
21 subject matter supervisor(s). Additional members may be appointed to the committee by the chair as
22 he or she deems appropriate.
23

24 b. The committee will use the same process as established for review in paragraph 5 above. Upon
25 completion of its work, the committee chair will submit a summary memorandum detailing the work
26 of the committee and all findings and recommendations to the Director of Schools for the Director's
27 action.
28

29 9. After receiving the review committee's recommendations, the Director of Schools may take whatever
30 action he or she decides is necessary and/or appropriate with regard to the appeal.
31

32 10. The complainant will be informed of the Director's decision and receive a complete package of pertinent
33 information as developed by the review committees and the Director of Schools.
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48