

**KE-FORM – REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

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

The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant. The Principal will form a Book/Materials Review Committee to review the complaint and make a recommendation.

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. 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 review process the book/material will remain in use unless the Book/Materials Committee decides to remove or restrict the book until a final decision is made.

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

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_

Complainant represents: \_\_\_\_\_Himself/Herself  
\_\_\_\_\_Organization \_\_\_\_\_Other (Please provide name of organization or other representation)

\_\_\_\_\_

Title  
\_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

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

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

2. What of value is there in this work? Have you considered this work in the light of its context and presentation? \_\_\_\_\_

\_\_\_\_\_

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

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

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

If not, what pages or sections?

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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? \_\_\_\_\_

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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: \_\_\_\_\_

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (None)

APPROVED/REVISED: October 25, 2007, April 3, 2014, April 6, 2023

PREVIOUS POLICY: April 25, 1985 "Parent's Complaint Form for Instructional Materials, Procedures or Programs"