



ISD 199 Request for Reconsideration of Materials 606P.2

Pursuant to School Board Policy [606](#):

- The School Board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instructional program.
- Interested persons may request an opportunity to review materials and submit a written request for reconsideration of the use of certain textbooks or instructional materials. Such review will be conducted according to the guidelines established by the Superintendent, or learning resources.
- In the planning for day-to-day instruction, school district staff shall use resources that:
 - Support and are consistent with the general educational goals of ISD 199;
 - Support and align with state and federal academic standards;
 - Are directly tied to the curriculum and specific course objectives;
 - Take into consideration the varied interests, ability, learning styles, and maturity levels of the students served;
 - Stimulate growth in factual knowledge, literary appreciation, aesthetic values, citizenship, and personal responsibility;
 - Allow for a critical analysis of differing points of view;
 - Are timely, pertinent or historic;
 - Are of high quality and value;
 - Are representative of the religious, ethnic, political, and cultural diversity present in society;
 - Are non-discriminatory with regard to gender, race, creed, ethnicity, and physical characteristics; and
 - Are not in violation of any policy, statute or regulation.

Persons who wish to request that textbooks or instructional materials be reconsidered for use in the curriculum must follow the procedure detailed below:

1. Participate in a meeting or conversation with the building principal or designee who will hear the concerns. The Principal or designee will explain the process in which materials are selected for inclusion in the school by highly qualified staff.

If the person wishes to pursue a formal request to have the materials reconsidered for use, the principal or designee will explain the procedure and

need to complete the *ISD 199 Request for the Reconsideration of Materials* form.

2. The person completes the *ISD 199 Request for the Reconsideration of Materials* form (attached below) and submits it to the school's main office.
3. Within 10 school days after receiving the completed *ISD 199 Request for the Reconsideration of Materials* form, the principal will form a school committee, that may include building administrators, classroom teachers, school support staff, the department lead and the Director of Learning to evaluate the materials under reconsideration and determine one of the following courses of action:
 - a. Retain the item in question for unrestricted use by students.
 - b. Attempt to accommodate the request without denying access to the item in question to all students.
 - c. Make the item in question no longer available to students.
4. If the requestor or any staff member involved in the review is not satisfied with the decision reached by the school committee, the request may be appealed to the Departments of Learning, Special Services and Instructional Technology. The departments shall consider the request at their earliest opportunity and shall submit a report and recommendation to the Superintendent, which will in turn be communicated back to the school and the requestor.
5. Final disposition of the request shall be made by the Superintendent.
6. During the process, the instructional material will remain in use unless the committee votes to remove or restrict the material until a final decision is made.

- Not assign to my student
- Withdraw from the curriculum
- Other (please specify) _____

Do you wish to recommend an alternative? _____

Signature: _____ Date: _____

This form must be submitted to the school's main office.