

Concord School District Policy #651 *

Citizen's Request for Reconsideration of Instructional Materials

This policy relates to a situation when a citizen objects to specific instructional materials and requests that the materials be removed from the curriculum or requests that student access to the materials be restricted.

- I. Staff members receiving complaints shall notify the principal in writing and include the following details:
 1. Name of complainant;
 2. Author and title of material in question;
 3. The specific material to which he/she objects.
- II. The principal shall send the form entitled "Citizen's Request for Reconsideration of Instructional Materials" to the complainant who, in turn, will return the completed form to the principal.
- III. The principal will notify the Superintendent who, in turn, will schedule a meeting of the Instructional Materials Reconsideration Committee, consistent with procedures for implementing this policy.
- IV. The Instructional Materials Reconsideration Committee will:
 1. Read and examine referred materials;
 2. Check general acceptance of the materials by reading reviews;
 3. Reexamine the material in light of selection criteria;
 4. Weigh values and faults, determine acceptability based on the material as a whole and not on passages pulled out of context;
 5. Notify the complainant that he/she may request a meeting with the committee;
 6. Issue a decision report within one month of receipt of the form;
 7. Forward copies of the decision report to the complainant, to the principal, and to the Superintendent of Schools.
- V. Appeal procedure
 1. The complainant has a right to appeal the decision of the committee to the Superintendent's Review Committee, consistent with procedures for implementing this policy.
- VI. Challenged materials will remain available and lesson plans will proceed as scheduled until a final decision is made.
- VII. If challenged material has been reviewed and upheld, it may not be subjected to further reconsideration for three years from the date of the decision report.

Adopted October 4, 1983. Revised July 1, 1996, revised September 4, 2012

* Also Policy #815