

Board of Education Policy 3.6100
Administrative Procedure

Reconsideration of Instructional Resources

Occasional objections to some resources may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the resources. Board Policy 3.6100 states that parents “may submit objections to the principal or Assistant Superintendent for Curriculum and Instruction regarding the use of instructional materials. Any materials that are determined to violate constitutional or other legal rights of the parent or student will be removed or the particular student and parent will be accommodated.”

If an objection is made, the following procedures shall be observed:

1. Listen to the objections of the complainant and make no commitments.
2. Notify the principal and the media coordinator.
3. Inform the complainant of the selection procedures.
4. Invite the complainant to file his/her objections by completing the REQUEST FOR RECONSIDERATION OF EDUCATIONAL RESOURCES form. The form should be submitted to the building-level Media/Technology Advisory Committee (M/TAC) within fifteen (15) school days of the complainant receiving the form.
5. Notify the media supervisor of the objection.
6. A resource being challenged is not to be withdrawn until a formal decision is made.
7. In order for formal reconsideration procedures to be implemented, the complainant must submit the Reconsideration form to the principal and return the resource in question; otherwise, the complaint will not be given further consideration.
8. Upon receiving the completed Reconsideration form, the building-level Media/Technology Advisory Committee shall, within fifteen (15) school days,
 - examine the item and the objection
 - survey reviews of the item in professionally prepared selection aids and/or other appropriate sources
 - determine the extent to which the item supports the curriculum
 - weigh the merits against the alleged weaknesses, considering the whole item instead of isolated passages
 - discuss the item and reach a conclusion.
9. After a conclusion is reached, the committee shall prepare a written report of its findings and recommendations within five (5) school days and send copies to the complainant, the principal, the media supervisor, the Assistant Superintendent for Curriculum and Instruction, and the superintendent. The superintendent may share the report with the Board of Education.
10. An appeal may be made by any of the involved parties by submitting a REQUEST FOR REVIEW OF BUILDING-LEVEL RECOMMENDATION to the superintendent or media supervisor within fifteen (15) school days.

Superintendent

Date

11. If an appeal is filed, within thirty (30) school days,
 - the superintendent shall appoint a Community Media Advisory Committee (CMAC) made up of professional educators in the school district, representatives of the building level Media/Technology Advisory Committee where the complaint originated, and other appropriate citizens.
 - the CMAC will re-examine all documentation from the original reconsideration decision and will follow the procedures outlined in number 8 above,.
12. The superintendent or his/her designee shall prepare a written report of the committee's findings and recommendations within five (5) school days and send copies to the complainant, affected staff members, and the Board of Education.
13. If any of the parties involved do not accept the decision of the Community Media Advisory Committee, a written appeal may be filed within ten (10) school days to the Board of Education, which shall hear the appeal within thirty (30) school days.
14. The Board of Education shall, within thirty (30) school days following the hearing, render a decision which shall be the final administrative decision concerning the matter.
15. The Board of Education shall, at all times, have sole authority and discretion to determine whether an objection has merit and whether challenged material should be retained or removed.
16. An item, which has undergone the reconsideration process involving the Community Media Advisory Committee, may not be reconsidered until one calendar year after the decision of the Committee.

**TIMELINE FOR
RECONSIDERATION OF EDUCATIONAL RESOURCES**

DATE	ACTION/DIRECTIONS
_____	REQUEST FOR RECONSIDERATION form given to complainant
_____	Date form and resource should be returned from complainant (should be submitted within 15 school days of the complainant receiving the form)
_____	Date form returned from complainant
_____	Media/Technology Advisory Committee (M/TAC) must meet by this date (MAC shall meet within 15 school days of the return of the form to examine resource and objection)
_____	Written report sent to complainant, principal, media supervisor, Director of Instruction, and superintendent within 5 school days
_____	Appeal may be made to the superintendent for review of the building-level decision within 15 school days
_____	Date appeal received by the superintendent
_____	Within 30 school days , Community Media Advisory Committee (CMAC) appointed and review of building-level decision made
_____	CMAC's written report sent to complainant, affected staff members, and the Board of Education within 5 school days
_____	Appeal may be made to the Board of Education for review of the CMAC decision within 10 school days
_____	Date written appeal received by the Board of Education
_____	Within 30 school days , hearing held by Board of Education
_____	Date Board hearing held
_____	Within 30 school days , final administrative decision made by Board of Education

To be completed by school personnel		
Date Issued _____	Date Received _____	Received by _____

**CATAWBA COUNTY BOARD OF EDUCATION
REQUEST FOR RECONSIDERATION OF EDUCATIONAL RESOURCES**

Name of person making request _____

Address _____

Telephone Numbers Home _____ Work _____

Complainant represents _____ him/herself
_____ organization (name) _____
_____ other group (identify) _____

Name of school owning challenged resource _____

Do you have a child in this school? Yes _____ No _____ If yes, in what grade? _____

Title of resource _____

Circle the type of instructional resource

book	magazine	video	kit	software
pamphlet	recording	film	filmstrip	CD-ROM disk
other _____				

Author/Artist/Composer, etc. _____

Publisher/Producer _____ Copyright date _____

1. Did you read/view/listen to the entire resource? _____ If not, which parts?

2. Is this resource a part of a series or set? Yes _____ No _____ If yes, did you examine other items in the series or set? Yes _____ No _____
3. To what in the resource do you object? (Please be specific: cite pages, scenes, etc.)

4. What do you believe are the theme and purpose of this resource?

5. What is good about the resource?

6. For what age group would you recommend this resource? _____
7. What do you feel might be the result of a student's reading, viewing, or listening to this resource? _____

8. Are you aware of any evaluations of this resource by authoritative sources?
Yes _____ No _____ If yes, list the sources.

9. What would you like for your school to do with this resource?
- _____ Not assign it to your child
 - _____ Not assign it to any child
 - _____ Make it available only to those who wish to use it
 - _____ Refer it to the Media Advisory Committee for re-evaluation
 - _____ Withdraw it from the media collection
 - _____ Other (specify) _____

10. Do you want other persons in the community to determine the kind(s) of resources your child may or may not use in the school? Yes _____ No _____

Other comments

Signature of Complainant

Date

To be completed by school personnel or superintendent's office personnel.

Date Issued _____ Date Received _____ Received by _____

CATAWBA COUNTY BOARD OF EDUCATION
REQUEST FOR REVIEW OF BUILDING-LEVEL RECOMMENDATION

Name of person making request _____

Address _____

Telephone Home _____ Work _____

Complainant represents _____ him/her self
_____ organization (name) _____
_____ other group (identify) _____

Name of school owning resource to be reconsidered _____

Are you a parent or guardian of a student in this school system? Yes _____ No _____ If yes,
child's grade level? _____

Title of Resource: _____

Format (book, video, etc.) _____

Author/Artist/Composer, etc. _____

Publisher/Producer _____ Copyright date _____

Are you aware of the reasons for the building-level decision regarding this resource?
Yes _____ No _____

What aspects of the decision are you requesting be reviewed? _____

Do you have additional comments or information about the resource that you did not include on the
building level "Request for Reconsideration" form? Yes _____ No _____

If yes, please provide: _____

Signature of Complainant

Date