*Adopted:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Revised:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**606 REQUEST FOR RECONSIDERATION**

When material contained in the Media Center collection or used in a classroom is challenged as to merit, it will be carefully reviewed in the light of specific objections which have been raised. A Request for Reconsideration form will be sent to the individual concerned together with a letter from the principal in charge of the program where the material being requested is used.

Procedure:

1. Upon receipt of a concern, send a letter and a Request for Reconsideration of an Educational Material form to the person questioning the merit of the material. A copy of the letter is to be sent to the Superintendent’s Office and to the individual(s) using the material concerned.
2. The principal will hold discussion with the individuals using the material.
3. A follow-up call to the concerned individual will be made within a week to determine the status of the Request for Reconsideration if it has not been returned.
4. After receiving the Request for Reconsideration the principal will meet with the individuals using the material, and the concerned individual if warranted, to review the request. A decision as to the use, modification or non-use of the material will be made at that time. Decisions may be appealed to the Superintendent and ultimately to the School Board.

HENNING INDEPENDENT SCHOOL DISTRICT #545

HENNING, MINNESOTA

REQUEST FOR RECONSIDERATION OF AN EDUCATIONAL MATERIAL

Material is: Book \_\_\_\_\_ Media \_\_\_\_\_ Recording \_\_\_\_\_ Newspaper \_\_\_\_\_

Software \_\_\_\_\_ Other \_\_\_\_\_

Title / Internet Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher or Producer (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Do you represent: \_\_\_\_\_\_\_\_ Yourself

\_\_\_\_\_\_\_\_ Group or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Group or Organization Name)

1. To what in the material do you object? [Please be specific, cite page(s)]
2. Did you read the entire book or view the entire material? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Why do you object to this material?
4. What do you believe to be the theme of the material?
5. What would you like the school to do about the material?
6. In its place, what material would you recommend?

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

Signature Date