

## **Request for Reconsideration of Instructional Materials**

**Part 1:** A parent and/or citizen may file a complaint with a school or the Superintendent concerning the use of instructional materials in Levy County.

### **A. Procedure for District Adopted Instructional Materials**

1. All Complaints shall be presented in writing on the "Request for Reconsideration of Instructional Materials" form which may be obtained from the District office, the school office, or the District website.
2. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not submit the completed form within the required time shall receive no consideration.
3. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing on all petitions received during the thirty-day time period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing.
4. The contested material shall be made available to the public online at least seven (7) days before the hearing.
5. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.

### **B. Procedure for Other Instructional or Library Materials.**

1. Other instructional or library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, Levy County resident or employee of the district may request reconsideration of school library media. When a complaint is made, the following procedure shall be followed:
  - a. The principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
  - b. Upon receipt of the completed form "Request for Reconsideration of Library Media", if the challenged material is for a course required by s. 1003.46, s. 1003.42(2) or is identified by State Board of Education rule the challenged material shall remain available for circulation during the reconsideration process. If the challenged material is subject to an objection on the basis of being prohibited under s. 847.012 or if it depicts or describes sexual conduct as defined in s. 847.001(19), must be removed within 5 school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.
    1. The School Materials Review Committee is a standing committee annually established at each school. It consists of the media specialist, instructional coach, representatives from administration, classroom teachers, and one or more parents. In the case of reconsideration of instructional materials, it is suggested that

parent members be drawn from the school advisory council and be sufficient in number to provide a representative view.

- c. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.
- d. The Complainant shall be informed in writing concerning the principal's decision.
- e. If the principal determines the challenged material be retained, the complainant shall be notified in writing within five (5) working days. The Complainant shall be given a copy of the decision of the Committee's decision and a copy of the procedures for filing an appeal.
- f. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will be referred to the District's Instructional Material Review Committee.
- g. District-Level Appeals. An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five working days of the filing of the appeal.

## **Part 2:**

This form must be used by a parent or resident of this county, in conjunction with district policies and procedures, to submit an objection to the school board for the following material:

1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found under Parent Resources- "Instructional Materials Policy Handbook" at <http://www.levyk12.org/parent-resources>.
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.
4. Instructional Materials adopted and made available to students without the opportunity for public notice, review and hearing procedures by districts that implement their own instructional materials program under s. 1006.283, F.S.

### **Section 1: Parent or Resident Information.**

**Check the box that applies to you. Check all that apply.**

☐ Parent/guardian of a student ☐ Resident of this county

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

### **Section 2: Information Regarding Material**

Type of material: : ☐ Book ☐ Non-print material ☐ Other (identify): \_\_\_\_\_

Title of the Material: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher or Producer: \_\_\_\_\_

Copyright date: \_\_\_\_\_ Grade Level Used: \_\_\_\_\_

Where is the material found: ☐ Media Center ☐ Classroom Library ☐ Reading List

☐ Other: \_\_\_\_\_

School(s) where material is found: \_\_\_\_\_

ISBN, if available: \_\_\_\_\_

### **Section 3: Basis for the Objection**

**Identify the basis for your objection:**

☐ The material is pornographic.

☐ The material is prohibited under Section 847.012, F.S.

☐ The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.

☐ The material is not suited to student needs and their ability to comprehend the material.

☐ The material is inappropriate for the grade level and age group for which it is used.

#### Section 4: Objection specific Information

1. What brought this material to your attention?

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2. Did you examine the material in its entirety? ☐ Yes ☐ No If not, what sections did you examine?

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3. Identify the portion of the material objected to and why. (You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form.)

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4. Is there any age or grade you would recommend this material? ☐ Yes ☐ No If yes, please specify: \_\_\_\_\_

5. Is there any value in this material?

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6. What is your desired outcome for this material?

☐ Remove or discontinue use of material.

☐ Limit access to certain grade levels: \_\_\_\_\_

☐ Limit my child's access.

☐ Other: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_