

RECONSIDERATION OF EDUCATIONAL MATERIALS

Persons not in agreement with the school on its selection of particular materials and who wish particular items to be reviewed must first meet with the building principal and the person using the material. If not satisfied with the result of this meeting, the persons must submit a "Request for Reconsideration of Media" form to the building principal. Forms are available in school offices.

The principal, upon receipt of a "Request for Reconsideration of Media" form, will notify the complainant, in writing, that a committee will be appointed to study the request. The principal will appoint a Review Committee consisting of two certified librarians, one English teacher, a Wells-Ogunquit C.S.D. administrator, one School Committee member, and one other person deemed respected in the subject under consideration. The committee will review the complaint and submit a written report and recommendation to the principal within thirty (30) calendar days from the date of the original submission of the form to the principal. Timelines for establishment and work of the committee may be reasonably extended by the Superintendent of Schools for valid reason.

This report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the complainant may file a written request for review by the Superintendent of Schools within five (5) calendar days from the date the complainant received the committee's written report. The Superintendent of Schools will render a decision within fourteen (14) calendar days of the receipt of the complainant's request. If the complainant does not accept the Superintendent's decision, the complainant has five (5) calendar days from the receipt of the Superintendent's decision to request a review by the School Committee. The School Committee will have thirty (30) calendar days from receipt of the written request in which to review and render a decision. The decision of the Wells-Ogunquit C.S.D. School Committee will be final.

During the investigation, the material will remain in normal use.

All decisions are to be forwarded to the complainant by certified, return receipt mail.

Approved by the Wells-Ogunquit C.S.D. School Committee:

01/05/05

Type of Material: Book Magazine/Periodical Film
 Software Recording Other (Please specify)

Author (if known): _____

Title: _____

Publisher (if known): _____

Person making complaint: _____

Address: _____

Telephone: _____

Complainant represents: Him/herself Organization/group (please name)

1. Why do you object to this material? _____

2. Identify any particular sections to which you object. (Please be specific: cite pages, scenes, etc.) _____

3. What are the positive aspects of this material? _____

4. Did you read/view/hear all of the material? If not, what parts did you read/view/hear? _____

5. Please identify any professional reviews/judgments of this material that you have read.

6. What would you like the school to do about this material?
 Restrict use of the material by grade or location as follows: _____

 Do not assign it to any students.
 Withdraw it from the library and/or instructional program.

Signature of Complainant

Date