Reconsideration Procedures for Instructional Materials
Instructions for an Instructional Materials Challenge

Directions for a Challenge
If a citizen challenges a book or other instructional materials, do the following:

- Give them a copy of the form Citizen’s Request for the Reconsideration of Resources (WHITE SHEET.)
- Give them a copy of the documents Instructional Media Selection: Selection/Appeals Policy 7210 (BLUE SHEET) and New Hanover County Schools Resource Selection Procedures (IVORY SHEET.)
- Have them fill out the reconsideration form and return it and the instructional materials in question to the media coordinator so the school-based Media/Technology Advisory Team can act on the challenge.

Media/Technology Advisory Committee Meeting
- Directions for the procedures are spelled out in the Selection Procedures document.

After the Media/Technology Advisory Committee has met
After the Media/Technology Advisory Team has met and made a decision about the materials, do the following:

- Write the complainant a letter explaining the decision. (A sample letter is included in your packet.) Be sure to explain that the complainant who is dissatisfied with the committee’s decision can appeal to the system-wide Media and Technology Advisory Committee.
- Include a copy of Citizen’s Request for Reconsideration of Building-Level Recommendation (YELLOW SHEET.)

Requests for Selection Policies
- If anyone ever asks about our selection procedures, give him/her a copy of both the Instructional Media Selection: Selection/Appeals Policy 7210 (BLUE SHEET) and New Hanover County Schools Resource Selection Procedures (IVORY SHEET.) Those two documents will provide the answers they seek.

Definitions that may help you
- Policy – A policy is a legal document. Only the NHCS School Board changes or amends Policy 7210.
- Procedures – Procedures are the steps followed to complete a task and may be modified.

Current procedures were developed April 15, 2004 by Joanne Absi, Jodie Mercier, Sally Pace, Linda Riesz, Angela Whitmore, and Sharlene Williamson.