



### **Formal Request for Reconsideration of Textbooks and Other Instructional Materials**

This form is an addendum to DaVinci Academy policy 606 Textbooks, Instructional Materials, or Library Materials. The purpose of this form is to provide direction in handling the review and approval regarding reconsideration of textbooks and other instructional materials.

The classrooms and libraries of DaVinci Academy are guided by the principles set forth in the Library Bill of Rights and The Students' Right to Read, the statement of the National Council of Teachers of English.

DaVinci Academy believes in the principles of intellectual freedom. The professionally trained charter school staff at DaVinci Academy will promote a safe and supportive school environment which will allow for the free expression of opinion, promote rational thought, and provide adequate learning resources.

DaVinci Academy believes it is important to expose students to a wide variety of materials and information. Materials at DaVinci Academy are selected by professional educators familiar with students' educational needs and abilities and include representation of a spectrum of views and experiences. Book selections are made based on the role they play in the classroom, opinion of professional reviewers, age appropriateness as recommended by the publisher and other sources, presence of themes that are representative of diverse perspectives, including authentic voice, representation, authorship, and relevance.

A variety of topics, selected for their educational value, age appropriateness, and congruence with adopted curriculum are intrinsically relevant to an educational program that seeks to provide students with the means to become participating citizens. The study of and discussion involving contemporary problems, subjects, or questions of a political or social nature where there exists significant opposing viewpoints and/or multiple perspectives promote student involvement in the commitment to learning, and thus makes for effective learning. With respect to instruction and discussion, DaVinci Academy teachers and staff are expected to be knowledgeable about such contemporary problems, subjects, or questions and serve as a facilitator to ensure that points of view are presented in a civil manner.

The DaVinci Academy school board believes that discussion of a variety of topics shall allow students to explore a range of relevant and credible information and viewpoints pertaining to the issue under study and shall be presented in an intellectually safe environment free from bias, prejudice, and indoctrination. Students shall form and express their own opinions based upon dispassionate, objective, unbiased study and discussion of facts without fear of jeopardizing their relationship with teachers, staff, peers, or the school. The inclusion of materials does not imply endorsement by DaVinci Academy.

DaVinci Academy students are expected to demonstrate a willingness to examine objectively one's point of view and to make a concerted effort to understand the reasons for differing points of view. Such willingness is basic to working effectively with others on issues of common concern but with divergent possible solutions. DaVinci Academy students are expected to recognize that people may differ without malice, without the disruption of emotional outburst, and without impugning the character or integrity of those who have differing opinions.

A parent or guardian of a student, a teacher or staff member, or a student enrolled at DaVinci Academy of Arts and Science may submit a Reconsideration of Materials Request Form.

Reconsideration requests will only be considered when the requestor has reviewed the content of the textbook or instructional material in its entirety. Please note that all materials in the process of being reviewed shall remain in use or circulation until a final decision is reached.

## Reconsideration Process

- Informal Inquiry
  - After reviewing the textbook or other instructional material in its entirety a parent or guardian of a student, a teacher or staff member, or a student enrolled at DaVinci Academy may bring forward a concern about a textbook or other instructional material first to the teacher or adult in which the item was assigned. This inquiry is meant to be informal and information seeking of the qualified educator which provided this material.
  - If the guardian is not satisfied with the outcome of this informal inquiry with the teacher or staff member who assigned the material, they may bring forward their concern to an administrator to seek additional information as to the educational value of the material in question.
- Formal Inquiry
  - A request for a formal reconsideration of a textbook or other instructional material must be made in writing utilizing the provided form below.
  - Objections must be specific to the textbook or other instructional material in question, outline the reason for the objection (e.g. pervasively vulgar and/or lack of educational suitability), informal avenues that have been pursued and the desired outcome. In order for a submission to be considered the complainant must verify that they have reviewed the textbook or other instructional material in its entirety.
  - Requests shall be submitted to the Executive Director. The Executive Director will appoint a committee consisting of:
    - Executive Director or an appointed administrator
    - One member of the instructional leadership team
    - Two teachers (preferably one teacher who teaches in the subject area of the instructional material being questioned and one teacher who represents the grade level)
    - The librarian (or appointed designee)
  - The committee will make a recommendation to the Executive Director regarding the disposition of the complaint. Potential recommendations include:
    - Materials remain in circulation as originally defined
    - Materials are restricted to specific grade levels
    - Materials are removed from circulation
  - The Executive Director will notify the individual who requested the review of the decision in writing within thirty (30) business days of receipt of the written request.
- Appeals
  - The decision may be appealed by the individual who requested the review in writing to the School Board of Directors within fifteen (15) business days of the receipt of the decision. If the decision is not appealed during this time, the Executive Director's decision on the request for the review shall be final.
  - Upon written request for a review of this decision by the School Board of Directors, the School Board Chair will appoint a committee of at least three board members to review the appeal and make a final decision. The decision of the board committee will be final and will be shared in summary format with all school board members as well as communicated to the individual who submitted the appeal within thirty (30) business days of receipt of the appeal.
  - Any materials submitted to the reconsideration committee are not eligible to be submitted for reconsideration until at least four (4) years have elapsed since a final decision was determined.

**Reconsideration Form**

Request Initiated By: \_\_\_\_\_

Relationship to School: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

**Information About the Material to be Submitted for Reconsideration:**

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

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

Publisher: \_\_\_\_\_

- 1. Have you read this book or reviewed this material in its entirety?  
a. (circle one)      Yes                  No

**Note:** *Requests that haven't been reviewed in their entirety prior to submission will not be considered.*

The following questions are to be answered after the requestor has read or reviewed the material in its entirety.

- 2. Have you discussed this material with the teacher/staff member who ordered it or who used it?  
a. (circle one)      Yes                  No
- 3. Have you discussed this material with a school administrator?  
a. (circle one)      Yes                  No
- 4. What do you understand to be the general purpose for using this material?
  - a. Provide support for a unit in the curriculum?  
o (circle one)      Yes                  No
  - b. Provide a learning experience for the reader in one kind of literature?  
o (circle one)      Yes                  No
  - c. Provide an optional learning opportunity for a student that is not required for all students?  
o (circle one)      Yes                  No
  - d. Other: \_\_\_\_\_

**Reconsideration Form, continued**

5. What brought this item to your attention?
6. To what in the item do you object (be specific)?
7. Did the general purpose for the use of the material, as described by the teacher/staff member, seem a suitable one to you?  
a. (circle one)      Yes                  No  
b. If no, explain: \_\_\_\_\_
8. In what ways do you think a material of this nature is not suitable for the use the teacher or librarian wishes to carry out?
9. Have you been able to learn the students' responses to this material?  
a. (circle one)      Yes                  No  
b. If yes, what response did the students give?  
\_\_\_\_\_  
\_\_\_\_\_
10. What do you interpret as the educational value of this instructional material?
11. What would you like DaVinci Academy to do about this material?  
\_\_\_\_\_ Do not assign/lend it to my child.  
\_\_\_\_\_ Return it to the staff selection committee/department for reevaluation.  
\_\_\_\_\_ Other (explain): \_\_\_\_\_  
\_\_\_\_\_
12. Are there particular materials you would recommend in place of the challenged material that would convey as valuable a picture and perspective of the subject in question?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Reconsideration Form, continued**

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*For internal use only*

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School Administrator Signature

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Date

Request for Reconsideration of Material as Decided by School Administration and Teaching Staff:

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