

## Instruction

## Textbooks - Citizen's Request for Reconsideration of a Work

Attached is a copy of the official form for any citizen to request reconsideration of any textbook in the Carroll County Public Schools.

The Citizen's Request for Reconsideration of a Work form may be obtained at each school or at the School Board Office. The form is to be completed and submitted according to the following procedure.

Step 1: School Principal

The form is first to be submitted to the school principal in an effort to resolve the complaint at this level. If an agreement is not reached, that is satisfactory, then the decision can be appealed to Step 2.

Step 2: Textbook Screening Committee

The complaint is to be submitted to the Carroll County Textbook Screening Committee after a satisfactory solution has not been reached at Step 1.

Step 3: Division Superintendent

If an agreement is not reached at Step 2, the complaint is to be submitted to the Division Superintendent of Schools.

Step 4: Carroll County School Board

Any complaint about any textbook in any Carroll County Public School that has been properly processed through Steps 1-3 of this policy, and has not been settled to the satisfaction of the parties involved, may be appealed to the Board.

All parties shall be notified of the final decision of the School Board.

Legal Reference:

Carroll County School Board  
May 9, 1975  
September 22, 1975

CITIZEN'S REQUEST FOR  
RECONSIDERATION OF A WORK

Author \_\_\_\_\_ Hardcover \_\_\_\_\_  
Paperback \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

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

Telephone \_\_\_\_\_ Address \_\_\_\_\_

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

Complainant represents

\_\_\_\_\_ himself  
\_\_\_\_\_ (Name organization)  
\_\_\_\_\_ (Identify other group)

1. To what in the work do you object? Please be specific; cite pages.  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading this work?  
\_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you recommend this work?  
\_\_\_\_\_

4. Did you read the entire work? \_\_\_\_\_ What pages or sections?  
\_\_\_\_\_  
\_\_\_\_\_

5. Are you aware of the teacher's purpose in using this work?  
\_\_\_\_\_  
\_\_\_\_\_

6. What would you prefer the school do about this work?

\_\_\_\_\_ Do not assign or recommend it to my child.  
\_\_\_\_\_ Withdraw it from all students.  
\_\_\_\_\_ Send it back to the subject department for reevaluation.

\_\_\_\_\_  
(Signature of Complainant)

7. Action by School Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_