

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 620 – Requests for Reconsideration of Instructional Materials

1.0 Purpose:

To provide guidelines for handling requests for reconsideration of instructional materials within school district programs.

2.0 Definitions:

2.1 An informal objection is defined as a verbal discussion with the licensed staff member(s) involved regarding the objected resource. The informal objection shall then be forwarded to the principal if resolution has not been reached.

2.2 A formal objection is defined as the receipt of the completed Request for Reconsideration of an Instructional Materials form (620-R-1), which shall be forwarded from the principal to the District 623 Review Committee.

3.0 A Review Committee shall be established to review formal objections of instructional materials. The District Review Committee membership and functions are included in Regulations 620-R.

4.0 The written Report of the District Review Committee, including the Committee's decision, shall be forwarded to the objector, principal, faculty, director, Superintendent and School Board.

5.0 The Committee's decision may be appealed. The first appeal would be to the Superintendent.

Adopted: 6/10/71  
Revised: 10/28/86