



**LEVEL 1**

**Parent/Guardian's Request for Reconsideration of  
Instructional Materials and/or Library Books Form**

TO BE COMPLETED BY COMPLAINANT

Send to teacher and principal OR library specialist and principal

All requests for reconsideration must start with LEVEL 1. Please complete the entire LEVEL 1 form. If you need more space, you may attach additional pages. Please print answers.

Complainant's Name

Date of complaint

Phone Number

Email Address

Home Address

Complainant represents:

Self:

Organization:

Other:

Type of material (book, video, etc...)

Title

Author

Publisher and date of publication

Grade level of child(ren) in Bellbrook-Sugar Creek Schools

Class or course material is being used in

In what school did you find this material?

Stephen Bell

Bell Creek Intermediate

Bellbrook Middle School

Bellbrook High School

I have read, viewed, or listened to the complete work?

Yes

No

How did the student obtain access to the material? (assignment, free selection, from a friend, etc...)



How did you obtain access to the material?

Was the teacher's guide (if any) that accompanied the material examined?      Yes      No

What is objectionable and why? (be specific: include page number, frame number, illustrations, nature of complaint, etc...)

What do you think might be the result of exposing students to this material?

What do you suggest be done with the material in question?

Non-library material

- Do not assign to my child and have an alternate assignment
- Withdraw it from all students as well as my child
- Have it re-evaluated
- Other
- N/A

Library material

- Continue its use, but do not allow my child to use it or check it out
- Withdraw it from open shelves for all students
- Have it re-evaluated
- Other
- N/A



What age group would you recommend for this material?

What benefits, if any, do you feel could be derived from the presentation of this resource?

What theme or message do you think is conveyed by the presentation of this resource?

Do you believe there is anything good about the resource? If so, please describe.

Other comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office use only**

Date received \_\_\_\_\_

Resolved at LEVEL 1? Yes or No

Complainant Submitted to LEVEL 2? Yes or No



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**LEVEL 2**

**Parent/Guardian's Appeal of LEVEL 1 Reconsideration of  
Instructional Materials and/or Library Books Form**

TO BE COMPLETED BY COMPLAINANT

Send to Director of Curriculum

Attach completed LEVEL 1 form and answer the following questions. If you need more space, you may attach additional pages.

Specifically, why do you disagree with the LEVEL 1 decision?

What do you suggest be done with the material in question?

Include any other pertinent information.

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office use only**

Date received \_\_\_\_\_ Supt appoint a review committee? Yes or No

Date Committee met with complainant (20 days) \_\_\_\_\_

Date Review Committee Report is due to Supt (20 days) \_\_\_\_\_



**LEVEL 2 Decision by Superintendent**  
TO BE COMPLETED BY SUPERINTENDENT

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_



### LEVEL 3

## **Review Committee Material Review Form**

TO BE COMPLETED BY REVIEW COMMITTEE

Committee Member Names

Date of Committee Review

Include Parent/Guardian's Request for Reconsideration of Instructional Materials and/or Library Books Form

Title of material

Author

Publisher and date of publication

Class or course material is being used in

Summary of the book

Explain the committee's opinion on the appropriateness of the material for the age and maturity level of the students with whom it is being used.

Explain the committee's opinion on the accuracy of the material



Explain the committee's opinion on the objectivity of the material

Explain the committee's opinion on the use being made of the material

The recommendation, with supporting rationale, will include one of the following actions:

- To deem the challenged instructional material acceptable and no change in educational use
- To limit the educational use of the challenged instructional material
- To remove all or part of the challenged instructional material from the school environment

Committee's Supporting Rationale

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**Office use only**

Date Committee report received by Superintendent \_\_\_\_\_

Date of Superintendent's decision (20 days) \_\_\_\_\_

Date Complainant notified of decision \_\_\_\_\_



**LEVEL 3 Decision by Superintendent**  
TO BE COMPLETED BY SUPERINTENDENT

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_



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**LEVEL 4**

**Complainant Appeal of LEVEL 3 Superintendent's Decision Form**

TO BE COMPLETED BY COMPLAINANT  
INCLUDE FORMS FROM LEVEL 1, 2, AND 3  
SEND TO SUPERINTENDENT AND BOARD PRESIDENT

Complainant's Name (please print)

Date of Appeal

phone number

email address

Reason for appeal

What do you suggest be done with the material in question?

Include any other pertinent information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Office use only**

Appeal received on \_\_\_\_\_

Date appeal must be filed by (30 days) \_\_\_\_\_

Board decision of appeal of Superintendent's decision (60 days) \_\_\_\_\_



**LEVEL 4 Decision by the Board of Education**

TO BE COMPLETED BY THE BOARD OF EDUCATION

Board President Signature \_\_\_\_\_

Date \_\_\_\_\_