

Appendix

Lakeland Central School District - Reconsideration of Library/Instructional Materials Form

The Superintendent of Schools for the Lakeland Central School District has delegated the responsibility for re-evaluation of library/instructional materials to the Reconsideration Committee.

Completion of this form is the first step in these procedures. To request reconsideration of library or instructional materials, return the completed form to the Superintendent's Office:

Lakeland Central School District
Attention: Superintendent of Schools
1086 East Main Street
Shrub Oak, New York 10588
914-245-1700

For consideration of the complaint or objection to continue, all questions must be answered in full and this form must be completed in its entirety. Incomplete forms will be returned to sender and the challenged materials process will not commence until the hardcopy form is completed in its entirety, received, and stamped by the Superintendent's Office. Attach additional materials/pages as needed. Cite all sources.

Personal Information about Person Completing this Form:

Date: _____

Name: _____

Street Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Relationship to the District:

Parent/guardian or person in parental relation of a currently enrolled LCSD student

Current resident

If a parent/guardian or person in parental relation, provide your student's name:

Are you representing a group or an organization?

Yes

No

If yes, provide the group/organization's contact information and your position in the group/organization:

Group/Organization's Name: _____

Street Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Position in the group/organization: _____

Material Information:

Title: _____

Author/Producer: _____

1. Include below as many identifying details about the library/instructional material as possible. This includes, but is not limited to: title, author, publication, format (physical or digital), location of the material (in the library media center, classroom, streaming, etc.), etc.

2. Was your child required to read/work with this material for a specific class? Were they provided with an alternative material to use?

3. I have read and understood the entire material for which I am requesting consideration:

Yes

No

If No, what parts have you reviewed? _____

4. Please cite the professional, literary reviews you consulted regarding this material?

5. What was your reaction to the reviews? _____

6. What of value is there in this material? _____

7. What do you believe is the theme or purpose of this work? _____

8. What brought this material to your attention? _____

9. Which sections in this material do you have a complaint or objection about? (Please cite specific passages, etc.)?

10. What complaint or objection do you have about these sections? Be sure to address each individual complaint or objection, be specific.

11. What material(s) do you have to provide additional information and/or other viewpoints on this topic?

12. What do you feel might result from the use of this material? _____

13. For what other age group might this material be suitable? _____

14. Is the material used in an Advanced Placement (AP) program?

- Yes
- No
- I don't know

15. What action are you requesting the committee consider? _____

16. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or set of values?
