

**MANCHESTER PUBLIC SCHOOLS
PARENT REQUEST FOR ALTERNATIVE ESSENTIAL READING**

Objections to instructional material that had been previously adopted by the Board of Education and requests for alternative materials may be made only by a parent/guardian whose child is a student in a class where the instructional material to be challenged is being taught.

A complaint may be made only against non-textbook literature-based fictional/non-fictional instructional material listed in the "Essential Reading" section of the instructional materials used in a course. "Essential Reading" is required of all students enrolled in a course. The procedures for processing the complaint are as follows: Every reasonable effort will be made to resolve oral complaints informally through discussion with the parent/guardian at the classroom/library level. If unsatisfied, the parent/guardian shall be informed of his/her right to appeal to the principal, who will investigate and meet with the parent/guardian to resolve the matter.

This form must be completed by a parent/legal guardian who requests that his/her child receive alternative reading. The alternative reading will be selected by the teacher from the Board approved lists.

Name of Parent Requesting Alternative Reading: _____

Student Name: _____

Street Address: _____ Phone Number: _____

Literary Selection for which I request an alternative: _____

Author of selection: _____

The Manchester Board of Education has adopted literature which has primary character(s) who demonstrate(s) character traits such as respect, responsibility, positive citizenship, compassion, resilience, tolerance, commitment, integrity, and accomplishment.

Please indicate which character(s), theme(s), and/or idea(s) in this book promote(s) these character traits.

I request an alternative to this reading material because I find the following objectionable: **(This cannot be any scene or information taken out of context. In other words, if you select out scenes, information, or ideas that are isolated in the book and do not dominate the reading experience, you have taken it out of context.)**

What I find objectionable: _____

Signature of Parent Requesting Alternative: _____ Date: _____

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The reading material for which you have requested an alternative had been assigned to demonstrate the following theme/concept: _____

Your child will be assigned the following in its place: _____

Your child will not be assigned an alternative. _____ (Dept. Head/Principal checks, if appropriate.)

Signature of Dept. Head or Principal: _____ Date: _____

**MANCHESTER PUBLIC SCHOOLS
PARENT REQUEST TO RECONSIDER INSTRUCTIONAL MATERIALS**

Objections to instructional material that had been previously adopted by the Board of Education and requests for alternative materials may be made by a parent/guardian whose child is a student in a class where the instructional material to be challenged is being taught.

A complaint may be made only against non-textbook literature-based fictional/non-fictional instructional material listed in the "Essential Reading" section of the instructional materials used in a course. "Essential Reading" is required of all students enrolled in a course. The procedures for processing the complaint are as follows: Every reasonable effort will be made to resolve oral complaints informally through discussion with the parent/guardian at the classroom/library level. If unsatisfied, the parent/guardian shall be informed of his/her right to appeal to the principal, who will investigate and meet with the parent/guardian to resolve the matter.

If the parent/guardian is unsatisfied with the decision made at the school level, the principal will invite him/her to submit a **formal complaint which must be completed and sent in writing within five (5) school days to the Office of Curriculum and Instruction on the prescribed form (Parent/Guardian's Request for Reconsideration of Instructional Materials).**

This form must be completed by a parent/legal guardian who requests that an Essential Reading be reconsidered from the Manchester curricular experience.

Name of Parent Requesting Removal of Essential Reading: _____

Student Name: _____

Street Address: _____ Phone Number: _____

Literary Selection I request removed from the curriculum: _____

Author of selection: _____

The Manchester Board of Education has adopted literature which has primary character(s) who demonstrate(s) character traits such as respect, responsibility, positive citizenship, compassion, resilience, tolerance, commitment, integrity, and accomplishment.

Please indicate which character(s), theme(s), and/or idea(s) in this book promote(s) these character traits.

I believe that no Manchester student has the right to read this instructional material because: (This cannot be any scene or information taken out of context. In other words, if you select out scenes, information, or ideas that are isolated in the book and do not dominate the reading experience, you have taken it out of context.)

What I find objectionable: _____

Signature of Parent Requesting Reconsideration of Instructional Material: _____

Date: _____

MANCHESTER PUBLIC SCHOOLS
PARENT REQUEST FOR ALTERNATIVE ESSENTIAL READING

Dear Parent/Guardian:

If you have requested an alternative literature selection for your child and that request has been denied, you may appeal the decision to the Office of Curriculum and Instruction. If you wish to continue to pursue a request for alternative essential reading that has been denied at the school level, please indicate below and mail this entire form to the Office of Curriculum and Instruction. Should you have questions about the procedures, please call the Assistant Superintendent at 647-3447.

For Parent/Guardian Completion:

I have requested that my child receive an alternative to the literature selection indicated on the reverse side of this form. I have been denied that request at the school level. I wish to continue further with my request for an alternative. Therefore, I am forwarding this request to the Office of Curriculum and Instruction for further review.

Parent/Guardian Signature: _____

Date: _____ -