

**Board Policy Manual
Dallas Center-Grimes Community
School District**

**Exhibit 605.03-E(3): Objection to Instructional Materials - Sample Letter to Individual
Challenging Instructional Materials**

Status: ADOPTED

Original Adopted Date: 12/19/2022 | Last Reviewed Date: 12/19/2022

See PDF on the next page.

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL OR LIBRARY MATERIALS

Dear:

We recognize your concern about the use of _____ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional and Library Materials Selection policy statement, and
3. Procedure for reconsideration of instructional and library materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,