

# Glide School District 12

Code: **KLB-AR(1)**  
Adopted: Unknown  
Readopted: 3/25/91  
Orig. Code(s): 8365

## Complaints Regarding Instructional Materials

Honest differences of opinion may develop, and they should be handled in an impartial and factual manner. The following procedures are to be followed for any complaint referring to instructional materials, including library and classroom materials.

1. All complaints to staff members are to be reported immediately to the building principal involved, whether they come by telephone, letter or by personal interview;
2. The complainant shall be supplied with a standard printed form which must be completed before consideration may be given;
3. Materials subject to the complaint need not be removed from use pending committee study and final action of the Board;
4. The Board shall arrange for a review committee of seven, consisting of an administrator, two representative classroom teachers, a librarian, a Board member, and two competent lay persons. The librarian will serve as secretary without a vote;
  - a. The committee will meet immediately and return a written report of its findings to the superintendent within six weeks of its appointment (In extenuating circumstances, the Board may extend this deadline.);
  - b. The committee may recommend that the questioned material be: (1) retained without restriction, (2) retained with restriction, (3) not retained.
5. The superintendent shall report immediately the recommendation of the review committee to the Board. The decision of the Board shall be final.