

## Complaints Regarding Instructional or Library Materials

### Instructional Materials

It is understood that honest differences of opinion may arise regarding instructional materials. Differences of opinion will be handled as follows:

1. All complaints are to be reported first to the teacher and building principal, then to the superintendent;
2. The complainant shall acquire the Request for Reconsideration of Instructional Materials form from the District Office, which must be filled out before further consideration can be given to the complaint;
3. If necessary, the superintendent shall arrange for a review by the curriculum council;
4. The curriculum council shall meet, study all the information available regarding the material involved, and submit a report of its findings to the superintendent;
5. The curriculum council may recommend the questioned material be:
  - a. Retained without restriction;
  - b. Retained with appropriate restriction;
  - c. Not retained.
6. Requests to reconsider materials, which have previously been before the committee, must receive approval of a majority of the committee members before the materials will again be reconsidered.
7. Generally, access to challenged material shall not be restricted during the reconsideration process.
8. The superintendent, under special circumstances, may call a special meeting to consider temporary removal of materials.
9. The superintendent shall immediately report the curriculum council's recommendation to the school Board;
10. The decision of the Board shall be final.
11. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection or use of the material.

## **Library Materials**

Criticism or challenge of any school library materials may occur. Challenges will be handled as follows:

1. All complaints shall be reported first to the library media specialist and the principal;
2. The complainant shall acquire the Request for Reconsideration of Instructional Materials form from the District Office, which must be filled out before further consideration can be given to the complaint;
3. The principal and Library Media Specialist will review the Request for Reconsideration of Instructional and Library Media form with the complainant prior to submission to the superintendent;
4. The superintendent will appoint a review committee from the staff, which includes a library media specialist;
5. The committee shall meet, study all the information available regarding the materials involved and submit a report of its finding to the superintendent;
6. The committee may recommend the questioned material be:
  - a. Retained without restriction;
  - b. Retained with appropriate restriction;
  - c. Not retained
7. If findings of the local review committee are not satisfactory to the complainant, a written request may be made to the superintendent. The complainant must make this written request. The Board will respond with a written statement of the findings and final decision.
8. A decision to sustain a challenge shall not be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection or use of the material.

## Request for Reconsideration of Instructional or Library Materials

Your name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Fill in information as appropriate:

If printed give:

If audiovisual give:

Title \_\_\_\_\_ Title \_\_\_\_\_

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School personnel will provide the following information:

Hardcover    Paperback

Producer \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

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You represent (check one)

Yourself only

Name of organization

Identify any other group

1. To what in the material do you object? (Please be specific, cite pages, frames, etc.) \_\_\_\_\_

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\_\_\_\_\_

2. What do you believe might be the result of using this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_  
\_\_\_\_\_
4. Did you review the material in its entirety? \_\_\_\_\_ (Read all of the book or see the film and hear the discussions preceding and following the showing?) If not, what sections did you review?  
\_\_\_\_\_  
\_\_\_\_\_
5. Are you acquainted with the judgment of this material by professional critics? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you understand the objective of these materials? \_\_\_\_\_
7. What would you like your school to do about this material?
- Do not use it with my child.
  - Withdraw it from use with all students as well as from my child.
  - Present at a different level
  - Send it back to the selector or selectors for reevaluation.
  - Other \_\_\_\_\_
8. In its place, what material or book of equal literary quality would you recommend that would be an appropriate substitute in the curriculum subject area involved?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_