

Questioned and Challenged Materials

The process described below is intended to assure that carefully considered judgments are made in response to criticism or objections:

1. All complaints to staff members are reported immediately to the building principal involved, whether these come by telephone, letter or by personal conference;
2. The complainant is supplied with the Board's policy and standard printed form, Request for Reconsideration of Instructional Materials, which is to be filled out before consideration is given;
3. Materials subject to complaint are not removed from use pending committee study and final action by the Board;
4. The superintendent arranges for a Review Committee of six consisting of: an administrator, one representative classroom teacher, a media library teacher, a Board member and two lay persons:
 - a. The administration, classroom teacher and library-media teachers are to be appointed by the superintendent;
 - b. The two lay persons and Board member are to be appointed by the Board chair;
 - c. The committee meets immediately and returns a written report of its findings to the superintendent within three school weeks of its appointment;
 - d. The committee may recommend that the questioned material be:
 - (1) Retained without restriction;
 - (2) Retained with restriction;
 - (3) Not retained.
5. The superintendent reports the recommendation of the Review Committee to the Board at the next regular Board meeting. The Board's decision shall be final;
6. The decision of the Board is then reported to the principal of the school and other appropriate professional personnel, and to the complainant.