

## **Public Complaints About the Curriculum or Instructional Materials**

Despite the care taken to select those materials most valuable for the student and the teacher, occasional objections to the selection of instructional materials or techniques may be made by the public. The complainant will be asked to first discuss their objections with the person(s) responsible for the selection and/or use of the material. If the complainant still objects to the material, the complainant will complete the "Request for Reconsideration of Instructional Materials" and file it with the building administrator. Upon receipt of a request for reconsideration, the building administrator will send a copy of the request form to the superintendent.

1. The superintendent will appoint a review committee composed of seven members:
  - a. The building administrator;
  - b. A Board member;
  - c. Two teachers;
  - d. Two lay citizens;
  - e. A library/media specialist (unless the objection is to a library material, in which case a third teacher will be appointed).
  
2. The review committee shall:
  - a. Meet as soon as possible and present a written report of its findings to the superintendent;
  - b. Review the complaint;
  - c. Thoroughly study all materials;
  - d. The committee shall decide that the material in question be:
    - (1) Removed;
    - (2) Restricted;
    - (3) Retained.
  
3. The recommendation of the review committee shall be submitted to the Board for final action.

**Reconsideration Request Form for Re-Evaluation of Instructional Material**  
(Submit to superintendent)

Book or other printed material if applicable:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_  
Title \_\_\_\_\_ Publisher \_\_\_\_\_ Date of Pub. \_\_\_\_\_

Audiovisual material if applicable:

Title \_\_\_\_\_ Producer (if known) \_\_\_\_\_  
Type of material (filmstrip, motion picture, etc) \_\_\_\_\_

Request initiated by \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Person making the request represent self \_\_\_\_\_ Group or Organization \_\_\_\_\_  
Name of Group \_\_\_\_\_

1. To what in the item do you object? (Please be specific, site pages, frames, etc.)  
\_\_\_\_\_
2. In your opinion what harmful effects upon students might result from use of this item?  
\_\_\_\_\_
3. Do you perceive any instructional value in the use of this item?  
\_\_\_\_\_
4. Did you review the entire item? If not, what sections did you review?  
\_\_\_\_\_
5. Should the opinion of any additional experts in the field be considered? Yes \_\_\_\_\_ No \_\_\_\_\_  
Please list suggestions if any:  
\_\_\_\_\_
6. What would you like the school to do about this material?  
\_\_\_\_\_ Do not use it with my student  
\_\_\_\_\_ Withdraw it from use  
\_\_\_\_\_ Send it back to the selector or selectors for evaluation  
\_\_\_\_\_ Other
7. In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?  
\_\_\_\_\_
8. Do you wish to make an oral presentation to the Review Committee? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please call the superintendent's office at 541-459-4341.  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

References: