

Complaints from Patrons - Curriculum/Instruction

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

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.

The complainant shall be supplied with a standard printed form which must be filled out before consideration may be given.

Materials subject to the complaint need not be removed from use pending committee study and final action of the Board.

The superintendent shall arrange for a review committee of eight consisting of an administrator, two representative classroom teachers, an instructional materials specialist, a Board director and three competent lay persons. The instructional materials specialist (or librarian) will serve as secretary without vote.

The three lay persons shall be appointed by the Board chairman.

All committee members shall receive copies of the complaint.

The staff member involved and the complainant have the privilege of being heard in person.

The committee will meet immediately and return a written report of its findings to the superintendent within three weeks of its appointment.

The committee may recommend that the questioned material be: (1) retained without restriction, (2) retained with restriction or (3) not retained.

The superintendent shall report the recommendation of the review committee at the next meeting of the Board, whose decision shall be final.

The decision of the Board shall then be reported to the principal of the school, other professional personnel as appropriate and the complainant.

If the same material is challenged at a later date, the building principal shall examine the previous decision in the light of additional viewpoints. If the principal believes there is any significant difference in the new challenge, the principal may have the committee review the material again; otherwise, the original decision will stand and a copy will be sent to the complainant explaining that the material has been previously evaluated.

REQUEST FOR RECONSIDERATION OF MATERIALS

Author _____ Title _____

Title _____ Type of material _____

Information in this box provided by school personnel.

Hardcover _____ Paperback _____ Producer _____

Publisher _____ Distributor _____

Copyright date _____ Copyright date _____

Your name _____ Child's name _____
(If a parent of a child in school.)

Telephone _____

Address _____

You represent: (*check one*) Yourself only _____ An organization _____

Name of organization _____

1. To what in the material do you object? Be specific. _____

2. What do you feel might be the result of using this material? _____

3. Did you review the material completely; i.e., read the entire book or view the film and hear any discussions before or after the showing? _____ If not, what part did you review? _____

4. Do you believe this material to be suitable for a specific age level? _____
5. Are you acquainted with the opinions of professionals regarding this material?

6. What would you like the school to do about this material?
_____ Do not use it with my child.
_____ Withdraw it from use by all students.
_____ Return it for re-evaluation.
7. In its place, what would you recommend for the subject area involved? _____

Date

Signature