

## COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Procedures for Challenge of Educational Materials

## I. Citizen Complaints

- A. Complaints are handled in a courteous, informal manner by the person first receiving the complaint. As in any issue, discussion and suggestions of alternatives may be utilized with the complainant. Complaints will be handled within a reasonable time frame.
- B. If the complainant is not satisfied with the informal results, he or she will be asked to read or preview the entire selection and to file the complaint on the form "Citizen's Request for Reconsideration of Educational Materials" with the building principal.
- C. Upon receipt of the written, signed form, the principal will forward copies to the superintendent.
- D. The principal or his/her designee shall meet with the library/ media center personnel and/or teacher and the complainants in an effort to reach a mutually satisfactory agreement.
- E. Should this meeting fail to resolve the question, the principal/designee shall inform the superintendent in writing. The superintendent shall designate a committee of not less than five (5) members. The committee must include appropriate library/media center personnel and an administrator and may include faculty members, community members, students and/or other appropriate persons.
  1. The superintendent shall appoint a chairperson.
  2. The committee shall examine and reevaluate the item(s) in question in its/their entirety in accordance with the selection policy.
  3. The committee shall report its findings, in writing, to the superintendent.
  4. The committee may recommend to:
    - a. retain the materials;
    - b. retain the materials with restrictions on use;
    - c. exclude the materials from the collection.
  5. After receiving the committee report, the superintendent shall inform the complainants in writing of:
    - a. the final decision reached in accordance with E4 above;
    - b. the right to challenge the decision before the Board of Education.
  6. The Board of Education has the right to make a final decision.
  7. Challenged materials shall remain in use pending final decision unless the Superintendent recommends the removal to the Board of Education and the Board

approves such removal.

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8. Any materials which has/have been reevaluated and retained is/are not subject to further review without special Board approval.

## II. Certified Employee Complaints

In the event that a certified employee has concerns regarding educational materials, the superintendent and building principal will select two teachers from that building to work with them in evaluating that material. A recommendation will be made to the Board of Education, and the Board will have the right to make the final decision.

Adopted: November 20, 1991

Revised: October 18, 2000

**CITIZEN'S REQUEST FOR RECONSIDERATION  
OF EDUCATIONAL MATERIALS**

Author

\_\_\_\_\_

Title

\_\_\_\_\_

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

School in which material is housed/used \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

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

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ Organization or Group (please name)

\_\_\_\_\_

1. Did you examine or read the entire material? \_\_\_\_\_ If not, what, parts? \_\_\_\_\_

\_\_\_\_\_

2. To what in the materials do you object? (please be specific; cite pages or instances) \_\_\_\_\_

\_\_\_\_\_

3. Why do you object to the material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you believe is the theme of this material?

\_\_\_\_\_

\_\_\_\_\_

5. What do you feel might be the result of learning from this material?

\_\_\_\_\_

\_\_\_\_\_

6. Do you approve of presenting a diversity of points of view in the schools?

\_\_\_\_\_

\_\_\_\_\_

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7. Is there anything good about the material?

\_\_\_\_\_

\_\_\_\_\_

8. Are you aware of the judgment of this material by literary critics? \_\_\_\_\_

\_\_\_\_\_

9. For what Age group would you recommend this book? \_\_\_\_\_

10. In its place, what instructional materials of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_

\_\_\_\_\_

11. What would you like your school/library to do about this educational material?

\_\_\_\_\_ do not give it to my child

\_\_\_\_\_ withdraw it from all students as well as my child

\_\_\_\_\_ other (use additional space as needed)

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12. Other

comments:

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Signature of Complainant

Date \_\_\_\_\_

RETURN TO BUILDING ADMINISTRATOR

Approved: November 20, 1991  
Revised: October 18, 2000