
COMPLAINTS REGARDING INSTRUCTIONAL OR LIBRARY MATERIALS **CHALLENGE OF INSTRUCTIONAL 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 to the building principal who will advise the Superintendent;
2. The complainant shall be supplied with the Request for Instructional Materials form which must be filled out before further consideration can be given to the complaint;
3. Works shall be evaluated in the context of its value as a whole work, not individual details.
4. The Superintendent shall arrange for a review by ~~the curriculum council~~; a representative committee equally composed of parents and teachers;
5. The curriculum council shall meet, study all the information available regarding the material involved, and submit a report of its findings to the superintendent who will provide a written report to the complainant.
6. The curriculum council 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 board are not satisfactory to the complainant, a written request for Board review may be made to the Superintendent. This written request shall be made by the complainant. The Board will respond with a written statement of the findings and final decision.
8. The decision of the Board shall be final.

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 principal;
2. The complainant shall be supplied with the *Request for Reconsideration of Instruction and Library Materials* form 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 of the information available regarding the materials involved and submit a report of its findings to the Superintendent;
6. 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.

Request for Reconsideration of Instructional or Library Materials

Name: _____

Telephone: _____

Address: _____ City: _____ Zip: _____

Signature of Complainant: _____ Date: _____

Fill in information as appropriate:

If printed give:

If audiovisual give:

Title: _____

Title: _____

School personnel will provide the following information:

Hardcover _____ Paperback _____ Producer: _____

Publisher: _____ Copyright Date: _____

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.):

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 the entire 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? _____
