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**COMPLAINTS REGARDING INSTRUCTIONAL OR LIBRARY MATERIALS**  
**CHALLENGE OF INSTRUCTIONAL MATERIALS**

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**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: \_\_\_\_\_

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School personnel will provide the following information:

Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Producer: \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

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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? \_\_\_\_\_

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5. Are you acquainted with the judgment of this material by professional critics? \_\_\_\_\_

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6. Do you understand the objective of these materials? \_\_\_\_\_

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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? \_\_\_\_\_

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