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COMPLAINT PROCEDURE CONCERNING TEXTBOOKS, LIBRARY MATERIAL  
AND OTHER INSTRUCTIONAL MATERIAL

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The following procedures shall be employed in handling complaints concerning any textbook, library book or material and any other instructional material used in the school of the district.

1. The administrator who receives the complaint will attempt an informal meeting to discuss the concern(s) with the teacher and complainant.
2. If the situation remains unresolved, the matter will be referred to the Superintendent.
3. At the discretion of the Superintendent, an informal meeting may be held between the complainant and the Superintendent.
4. If a complaint is not resolved informally, the complainant must file a written complaint with the Superintendent on a form provided for this purpose.
5. Any written complaint will be presented to the Instructional Material Review Committee. The membership of this ad hoc committee, which shall be submitted to the Board of Education for approval, shall consist of: an elementary and secondary classroom teacher, a library media specialist, and the Principal, who shall serve as Chairperson of the Committee, and a member of the community. The committee shall:
  - a. read and examine the challenged materials;
  - b. consider the specific objections to the material voiced by the complainant;
  - c. weigh the values and faults of the material as a whole;
  - d. consider oral presentations to the committee. The committee will determine whether any oral presentations will be beneficial to its deliberations;
  - e. the committee will, where appropriate, solicit advice or opinion from other faculty and staff of the district;
  - f. the committee shall issue a report to the Superintendent containing its recommendations concerning any complaint.
6. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
7. If the complainant is not satisfied with the Superintendent's decision he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration.