

GUIDELINES FOR HANDLING COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

This established procedure for processing and responding to criticism of approved material shall be followed:

1. Citizens of the school community may register criticism of material with the building principal and the building library media specialist at which time the material in question will be discussed by the complainant, principal and library media specialist.
2. Should the complainant want to pursue the issue after this initial discussion, all criticism shall be in writing and the citizen may obtain the "Request for Reconsideration of Educational Materials Form Packet" from the library media specialist or principal. This packet will include a form for the complainant, a form for the library media specialist or principal to fill out for our records and copies of the instructional goals of the District, the selection of materials policy along with the policy concerning public complaints about media center materials.
3. Upon receipt of the written complaint to the building principal, it shall be forwarded to the District Administrator and the District Media Director. Copies of this form should be filed in the school office and with the library media specialist in the school where the complaint originated. The District Administrator and Media Director shall appoint a special review committee consisting of the following:
 - a. A School Library Media Specialist from one of the other schools
 - b. The school principal
 - c. The District Media Director/or designee
 - d. Teacher(s) from the appropriate grade level
 - e. Parent(s)
4. The review committee shall:
 - a. Read and examine the materials.
 - b. Check general acceptance of the materials by reading reviews.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
 - d. Meet to discuss the material.
 - e. The committee will meet with the citizen to discuss the challenged material and why they are requesting reconsideration.

- f. Prepare a written statement/recommendation to be submitted to the District Administrator for consideration. This shall be done within two months of the filing of the written complaint.
- g. After reviewing the written statement/recommendation of the committee, the District Administrator shall notify the complainant of the decision.
- h. The complainant may appeal beyond the District Administrator to the School Board. A decision by the Board will be reached as soon as possible.
- i. Circulation of challenged materials shall not be restricted during reconsideration proceedings; however, requests of individual parents for alternative reading or assignment for their child will be honored without penalty.

* See KLB-E “Citizen’s Request for Reconsideration of Media”