

COMMUNITY RELATIONS

Complaints from the communityAbout instructional materials

1. All complaints will be made to the building administrator.
2. The administrator receiving the complaint will try to resolve the issue informally, responding in one or more of the following ways:
 - a. Explain the district's selection procedure and criteria.
 - b. Explain the intended use of the challenged material in the educational program.
 - c. Refer the complaining party to someone who can identify and explain the use of the material (e.g., librarian, teacher).
3. If the complaint is not resolved informally, the complainant will be given a "Request for Reconsideration" form to be completed and returned before the complaint is considered.
4. If the "Request for Reconsideration" form has not been received by the administrator within two weeks, the matter will be considered closed.
5. No material will be removed from use in the school's instructional program while the complaint is being reviewed. Access to questioned materials may be denied to the child (children) of the parents making the complaint, if they desire, while the complaint is being reviewed.
6. The administrator will forward the completed complaint form to the responsible department or division to be forwarded to the reconsideration committee.
7. The reconsideration committee will consist of five members designated annually by the Superintendent* and two or more ad hoc members to give information and advice:
 - *a. One member of the central administrative staff, who will chair the committee.
 - *b. One member of the library/media staff.
 - *c. One building administrator.
 - *d. One member of the community.
 - *e. One teacher.
 - *f. Appropriate curriculum consultant(s).
 - *g. Member(s) of the building staff where the complaint originated.

8. The reconsideration committee will complete the review process within three weeks of the date the complaint form was received by the administrator.
9. The reconsideration committee will meet to discuss the specific material being challenged and reach consensus. They will complete the form "Reconsideration of Instructional Materials." The committee's recommendation will be one of the following:
 - a. To take no removal action.
 - b. To limit circulation (e.g., within building where complaint originated; district-wide; access to teachers only; reclassify).
 - c. To remove the challenged material from all schools.
10. The completed reconsideration form, signed by the chairman, will serve as the committee's report. It will be returned to the appropriate division (i.e., Elementary Schools; Middle and High Schools; or Planning, Development, and Consultative Services).
11. The appropriate executive receiving the committee's report (reconsideration form) will notify the building administrator and complainant of the decision in writing. A copy will be forwarded to the Superintendent for the Board of Education.
12. If the decision affects only the complainant's school, the building administrator will implement the recommendation.
13. If the decision affects more than the complainant's school, an assistant superintendent will implement the recommendation.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

Title_____ _____Textbook
_____Library Book
_____Other (specify)

Author_____

Publisher/Producer/Distributor_____

Your name_____School_____

Your address_____

City_____State_____Zip_____Telephone_____

1. To what in the material do you object? (Please be specific; cite pages.)

2. Did you read or view the entire work?___What parts?_____

3. What do you feel might be the result of reading, viewing, or using this material?_____

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

5. Have you read reviews of this material by critics?_____

6. What would you recommend be done about this material?_____

Return this form to the
administrator of your school

Signature_____

Form A 1142

Date_____

RECONSIDERATION OF INSTRUCTIONAL MATERIAL

Title_____

Author/Publisher/Producer/Distributor_____

School where complaint originated_____

1. What are your reactions to the objections stated in the "Request for Reconsideration"?

2. What is your evaluation of this material in relation to the criteria in 6171 Guidelines?

3. What is your evaluation of this material in regard to its content, illustrations, purpose, etc.

4. In your judgment, this material is appropriate for what age and grade levels?

5. What action do you recommend should be taken regarding this material?

a. _____take no removal action

b. _____limit circulation to_____

c. _____remove from all schools

Signature_____

Form B 1142

Date_____

Regulation

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