

## **PUBLIC COMPLAINTS ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS**

Occasional objections to instructional and library materials may be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. In such instances, the principle of freedom to read and the professional responsibility of the staff will be defended.

Whenever a written complaint is filed against a particular book or material, the superintendent will appoint a review committee, consisting of at least five professional personnel with experience in relevant grade levels and subject fields, including library, and up to four citizens from the community at large. The review committee will meet promptly and submit its recommendation in writing. As a basis for arriving at a decision, the review committee will:

- 1) Read and examine materials referred to it.
- 2) Check general acceptance of the materials by reading reviews.
- 3) 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.
- 4) Check benchmarks and alignment to state and district standards to ensure proper need in the course.
- 5) Meet to discuss the material and to prepare a report on it.
- 6) File a copy of the report in the school and central offices.

### Procedures for Handling Complaints

To insure that a citizen's complaint is given respectful attention and that the integrity of the educational program will be upheld, the following procedures will prevail:

- 1) If the complaint comes first to the teacher or building media specialist, the staff member shall listen courteously and may try to resolve the difficulty by explaining the background and educational purposes involved. If the complaint remains unsatisfied, the staff member will refer the complaint to the building principal for procedures to have his/her view considered further. Whether the complaint terminates with the staff member or seems likely to go further, the staff member should immediately inform the principal.
- 2) In case the complaint comes first to the principal, the principal will listen courteously or acknowledge a letter promptly and politely, but will make no commitments, admissions of guilt or threats. The principal will invite the complainant to file his complaint in writing and will provide the appropriate forms.

- 3) If the complaint comes first to any other personnel than the teacher, media specialist or principal involved, the employee should refer the complainant to the principal and immediately inform the principal.
- 4) No further action will be taken unless the complainant submits the official form.
- 5) If the form is received, it will be sent to the superintendent who will then appoint a review committee to evaluate the material in question. The curriculum or media coordinator will then arrange a conference with the complainant, the review committee, teachers who have used the material in question and any appropriate specialists such as librarians, subject area specialists or resource teachers.
- 6) Should the complaint remain dissatisfied after the conference, the matter will be placed on the agenda of the next regularly scheduled Board meeting. The decision of the Board shall be communicated in writing to all interested parties.

Adopted: October 4, 1994  
Revised: December 12, 2000

**REQUEST FOR RE-EVALUATION OF CURRICULUM OR  
INSTRUCTIONAL MATERIALS**

(Note: Use reverse side to answer questions, if necessary.)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Complainant represents:

Individual: \_\_\_\_\_

Organization: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

\_\_\_\_\_

To what portion of the subject or material do you object (be specific): \_\_\_\_\_

\_\_\_\_\_

If material, give title, author and publisher (cite pages): \_\_\_\_\_

\_\_\_\_\_

What do you think could be the result of studying this subject or material by the students? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If book or article, have you read it in its entirety? \_\_\_\_\_

What suggestions or recommendations would you make? \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Approved \_\_\_\_\_