

# RULE- GUIDELINES FOR HANDLING PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

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Complaints shall be handled in accordance with established procedures. If a complaint is made, and cannot be resolved with the building principal and library-media specialist, the following procedures will be followed. The building principal shall:

1. Inform the complainant of the selection procedures and make no commitments as to the disposition of the material.
2. Request the complainant to submit a formal "Request for Reconsideration of Instructional Materials" (361.1 Exhibit). This shall be returned, completed in its entirety, before proceeding further.
3. Inform the district administrator, and other appropriate personnel.
4. Keep challenged material on the shelf during the reconsideration process.
5. Upon receipt of the completed form, request a review of the challenged material by an ad hoc materials review committee within fifteen working days, and notifies the building certified library-media specialist and district administrator that such a review is under way. The review committee is appointed by the principal, with the concurrence and assistance of the certified library media personnel, and includes media professionals, representative classroom teachers, one or more parent/guardian, and one or more students.
6. The review committee takes the following steps after receiving the challenged materials:
  - a. Reads, views, or listens to the materials in its entirety;
  - b. Checks general acceptance of the material by reading reviews and consulting recommended lists and other professional sources;
  - c. Determines the extent to which the material supports the curriculum;
  - d. Completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instruction Material", judging the material for its strength and value as a whole and not in part.
7. Presents written recommendation of the committee to the district administrator and the Board.
8. The building principal or library-media specialist retains or withdraws challenged materials as mandated by the decision of the Board.
9. In the case of an administrator being the complainant, certified library media personnel and/or the district administrator will assume duties specified above.

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**Legal References:**

**Cross References:** Cross Ref: 361.1 Rule

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