

**COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIAL**

All complaints concerning textbooks, library books and other instructional material shall be submitted to the Superintendent of Schools. The Superintendent shall promulgate complaint procedures subject to Board of Education approval including:

1. an opportunity for an informal conference with the complainant;
2. the submission of formal written complaints on a prescribed form;
3. the formation of an instructional material review committee. The members of the committee shall be recommended by the Superintendent and appointed by the Board. The committee shall make recommendations to the Superintendent concerning the disposition of any complaint.
4. A decision by the Superintendent; and
5. An appeal to the Board. The decision of the Board shall be final.

Effective date: January 19, 1994

## **COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIAL REGULATION**

### **RE-evaluation Request**

The following procedure will be followed in the event that criticism is levied against any textbook, library book or material and any other instructional material used in district schools:

1. Criticism of materials will be written on a "Re-evaluation" form (see exhibit) which may be obtained from any school librarian.
2. Form is to be completed, signed and submitted to the Superintendent or designee by the person initiating the re-evaluation. Materials in question will be withdrawn from circulation pending a written decision from the Instructional Material Review Committee appointed by the Superintendent.
3. The Library Review Committee will be selected by the Superintendent and will consist of:
  - a. Three (3) parents;
  - b. One (1) teacher;
  - c. One (1) student;
  - d. One (1) administrator;
  - e. One (1) librarian; and
  - f. The Superintendent or designee.
4. The Committee shall review the criticized material and meet with the person(s) who objected to the material. The Committee will reconvene and make a decision. The Superintendent shall reduce the decision to writing and send a copy to the person(s) who initiated the objection.
5. Appeal from the decision of the Instructional Material Review Committee may be made in writing to the Board.

Effective Date: September 6, 2011

**COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIAL EXHIBIT**

Request initiated by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Complaint represents: Self \_\_\_\_\_ Group (name) \_\_\_\_\_

TITLE: \_\_\_\_\_

**AUTHOR:** \_\_\_\_\_

Publisher or Producer: \_\_\_\_\_

Publisher's recommended grade level: \_\_\_\_\_

Book \_\_\_\_\_ AV/ Digital material \_\_\_\_\_ Other: \_\_\_\_\_

1. Have you read/heard/seen the material in its entirety? \_\_\_\_\_

2. To what do you specifically object? Please cite specific passages, pages, etc. \_\_\_\_\_

\_\_\_\_\_

3. Is your objection to this material based upon your personal exposure to it, upon reports you have heard or both? \_\_\_\_\_

4. What do you believe is the theme or purpose of the material? \_\_\_\_\_

\_\_\_\_\_

5. What do you feel might be the result of reading/viewing this work? \_\_\_\_\_

\_\_\_\_\_

6. In its place, what work of equal value would you recommend that would convey as valuable a picture and prospective of a society or set of values? \_\_\_\_\_

\_\_\_\_\_

7. Do you wish to make an oral presentation of 15 minutes or less to the Instructional Materials Review Committee?

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date