

871 – RULE – PROCEDURES FOR HANDLING PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

If the complaint is made to a school board member, an administrator, a member of the Library/Media staff, or a faculty member, the following steps are to be taken:

- A. Inform the complainant of the selection procedures, and make no commitments.
- B. Inform all Personnel concerned with the material involved in the complaint.
- C. An attempt to resolve the challenge informally will first be used.
 1. When the complaint is first received personnel using the challenged material should meet informally with the complainant to hear the specific objections being raised and to explain how and why the challenged material was selected.
 2. If, at the end of this informal discussion, the complainant still wishes to challenge the material in question, the personnel using the challenged material must then inform the complainant that there is a review process and that the Request for Review form will be provided by the High School or Elementary Office. This same personnel shall then also make the building principal aware of the complainants intent to file a Request for Review form.
- D. The challenged material will be kept on the shelves and/or classroom during the reconsideration process.
- E. The School Media Advisory Committee (Review Committee) will be informed:
 1. Upon receipt of the completed form to the buildings principal, a committee to review the complaint shall be appointed by the Principal or his/her designee with the concurrence and assistance of the certified Library/Media personnel. The ad hoc Review Committee shall be composed of the following: Media Professional, appropriate level classroom teacher, one or more parents, appropriate level administrator, and the complainant (if he/she desires; this person is non-voting).

In cases involving the High School, one or more students according to the following may be present:

- a. the student must be at least 18 years of age.
 - b. the student under 18 years of age will:
 - 1) have on file with the school written permission to be on the Committee, signed by both parents or guardians, or
 - 2) be on the Committee with his/her parent(s) or guardian(s).
- F. Once the Committee has been appointed, the material in question shall be:
1. reviewed objectively and in its full context.

2. evaluated on terms of the needs and interests of the students, school, curriculum, and community.
 3. considered in light of different opinions.
- G. The Review Committee takes the following steps after receiving the challenged material:
1. reads, views, or listens to the material in its entirety.
 2. checks general acceptance and criticism of the material; reads, reviews and consults recommended lists.
 3. determines the extent to which the material supports the curriculum.
 4. Completes the appropriate Checklists for Review, Committee's Request for Review (see Appendices) judging the material for its strength and value as a whole and not only in part.
- H. The Committee's decision (which shall be reached by simple majority) shall be given to the Building Principal who will see that implementation of the decision takes place by either retaining or withdrawing the challenged material as mandated by the Committee decision.
- I. An appeal of the decision of the Committee may be made by the complainant within two (2) weeks to the superintendent and his/her decision may be appealed within two (2) weeks to the Board of Education. The Board of Education, after reviewing the Committee's finding, shall have the final decision on the challenged material.
- J. Material which has undergone a challenge may not be rechallenged until one (1) calendar year after the recommendation of the Review Committee has been forwarded to the Building Principal to be carried out.

Copies of the Appendices listed below maybe obtained in the school office.

Appendix A – Request for reconsideration of Instructional Materials

Appendix B – Checklist for School Media Advisory Committee's Reconsideration of Instructional Material – Nonfiction

Appendix C – Checklist for School Media Advisory Committee's Reconsideration of Instructional Material – Fiction and Other Literary Forms

Appendix D – American Association of School Librarians Statement on Library Bill of Rights

Adopted: October 22, 2001