

1st READING: 12/12/94

2nd READING: 1/9/95

3rd READING/ADOPTED: 1/30/95

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## **PROCEDURE FOR HANDLING COMPLAINTS**

No duly selected instructional materials or plays whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee with the concurrence of the superintendent or upon formal action of the Board when a recommendation of a review committee is appealed.

1.0 All complaints will be reported to the principal, whether received by telephone, letter, or in personal conversation.

2.0 The principal or his or her designated representative will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center. The principal will respond, in writing, to the complainant outlining the schools response to the complaint and reviewing the reason(s) for the school's acceptance or rejection of the original complaint.

3.0 If the complaint is not resolved informally, the complainant will be supplied a packet of materials consisting of the district's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complaint.

4.0 If the formal request for reconsideration has not been received by the principal within two weeks, the issue will be considered closed. If the request is returned, the reasons for selection of the specific work shall be re-established by the appropriate staff.

5.0 In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, the teacher may, at the request of a parent, make an alternative assignment for an individual student.

CODE: KLA

6.0 Upon receipt of a completed objection form, the principal in the building involved will call together a committee of five to consider the complaint. This committee will consist of the curriculum director and from the school involved: the principal, two teachers, and a parent representative.

7.0 The committee will meet to discuss the material and will prepare a report on the material containing its recommendations on disposition of the matter.

8.0 The principal will send a formal report and recommendation to the superintendent. the principal will explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decision. If the committee recommends that the work that caused the complaint be kept, and the superintendent concurs, the complainant will be given an explanation. If the superintendent does not concur, or the complaint is found to be valid, the principal will make recommended changes.

9.0 If the complainant desires to pursue the complaint further, he or she must inform the superintendent in writing, who shall arrange for a special board meeting within ten days of receiving the written request from the complainant. The complainant shall be heard at the special board meeting. The board shall render a final decision in writing within ten days of the special board meeting and so inform the complainant.

REF: Selection of Instructional Materials IIA  
Selection of Library Materials IIAC