

**PROCEDURES FOR HANDLING PUBLIC COMPLAINTS  
ABOUT INSTRUCTIONAL MATERIALS/LIBRARY MEDIA**

Media Centers

The following established procedures for processing and responding to public complaints about approved instructional materials for media centers shall be followed. The term "instructional materials" applies to all materials circulated from the media center for student and/or teacher use. These materials include print, non-print media and electronic media.

1. Citizens of the school community may register constructive criticisms with the building principal and the building media specialist. The complainant, building principal and media specialist shall discuss the materials in question.
2. Following the meeting, all criticisms shall be made in writing.
  - a. The citizen may obtain the "Citizen's Request for Reconsideration of Instructional Materials" form.
  - b. The form shall be signed and identification given that will allow proper reply to be made.
  - c. The person(s) registering a complaint shall be given a copy of the selection of instructional materials policy adopted by the Board of Education.
3. The criticisms shall be forwarded to the district administrator. He/she shall appoint a special review committee consisting of the following:
  - a. The school building media specialists;
  - b. The building principal;
  - c. Two teachers from the appropriate grade level and subject area; and
  - d. Any other person, such as a student of parent/guardian, who might bring particular knowledge and competencies to bear on the specific complaint.
4. The review committee shall:
  - a. Read and examine the materials.
  - b. Check general acceptance of the materials by reading reviews.
  - c. Weigh values and faults against each other and form an opinion based on the material as a whole and not on passages out of context.
  - d. Meet to discuss the materials
  - e. Prepare a written statement/recommendation to be submitted to the district administrator. This shall be done within one month of the filing of the written complaint.
  - f. Upon request by the complainant, meet with the complainant to discuss the challenged materials and the committee's decision. (Optional)
5. After reviewing the committees' written statement/recommendation, the district administrator shall notify the complainant of his/her decision.
6. The complainant may appeal the district administrator's decision to the Board of Education within 10 days.
7. Circulation of challenged materials shall not be restricted during reconsideration proceedings.

APPROVED:            January 18, 1993  
                              May 19, 2008