

PROCEDURES FOR HANDLING COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

1. 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, the library media center director, a teacher, and a parent representative.
2. Within ten (10) days, the committee will meet to discuss the material and within ten (10) days thereafter will prepare a report on the material containing its recommendations on the disposition of the matter.
3. The Principal will send a formal report and recommendation to the Superintendent. The Principal will explain the materials selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. 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 and notify the complainant.

If the complainant desires to pursue the complaint further, he or she must inform the Superintendent in writing within ten (10) days. The Superintendent shall arrange for a special Board meeting within ten (10) days of receiving the written request from the complainant or place the matter on the agenda of the next regularly scheduled board meeting. The Board shall render a final decision in writing within ten (10) days of hearing the appeal and so inform the complainant.