

**COMPLAINTS ABOUT CURRICULA  
INSTRUCTIONAL MATERIALS REGULATION**

*Complaint procedures concerning textbooks, library material and other instructional material*

The following procedures shall be employed in handling complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. At the discretion of the Superintendent of Schools, an informal meeting may be held between the complainant and the Superintendent or his/her designee.
2. If a complaint is not resolved informally the complainant must file a written complaint with the Superintendent on a form provided for this purpose.
3. Any written complaint will be presented to the Instructional Material Review Committee. The membership of the committee, which shall be submitted to the Board of Education for annual approval, shall consist of: an elementary and secondary classroom teacher, an Elementary and Secondary Principal or Assistant Principal, the library media specialist, who shall chair the committee, and a member of the community. The committee shall:
  - a. read and examine the challenged materials;
  - b. consider the specific objections to the material voiced by the complainant;
  - c. weigh the values and faults of the material as a whole;
  - d. consider oral presentations made to the committee. The committee will determine whether any oral presentations will be beneficial to its deliberations;
  - e. where appropriate, solicit advice or opinion from other district faculty and staff; and
  - f. issue a report to the Superintendent containing its recommendations concerning any complaint.
4. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
5. If the complainant is not satisfied with the Superintendent's decision he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration.

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