

## Procedures for Handling Instructional Materials Complaints

The following procedure for handling student, teacher or district citizen complaints concerning instructional materials will apply:

1. First, informal methods of resolving the complaint will be attempted. The complainant will be advised to meet with the teacher or media specialist, and if the conflict is not resolved, a formal procedure will be followed;
2. The complainant will be asked to fill out an "Instructional Materials Complaint Form." The complaint will then be considered by the building administrator and teacher or media specialist. If the complainant refuses to fill out the form, the complaint will be considered dropped;
3. When lack of agreement exists between two of the three parties (building administrator, teacher, media specialist and complainant), a Materials Complaint Hearing will be scheduled. A hearing committee will be composed of the building administrator, two teachers, one Board member and two community representatives, to be selected by the superintendent;
4. The committee will make final determination of the complaint and return a written report of its findings to the Board and complainant within three weeks. It may recommend that the materials be:
  - a. Retained without restriction;
  - b. Retained with restriction as to availability and grade level;
  - c. Judged as not being practical for instructional materials.
5. The material in question may be circulated until final action is taken.