

Complaints Regarding Instructional Materials

It is understood that honest differences of opinion may arise regarding instructional materials. Differences of opinion will be handled as follows:

1. All complaints to staff members shall be reported immediately to the building principal involved, whether these come by telephone, letter, or by personal conference. The librarian-media specialist should be informed of any complaint as soon as possible;
2. The principal shall encourage the complainant to discuss the nature and use of the material with an appropriate subject area specialist, coordinator, consultant or media specialist. If the complaint refers to use of the materials in the classroom, the complainant shall be given the opportunity to talk to the teacher involved;
3. If the complainant wishes to pursue the matter further, he/she shall be supplied with a standard printed form, "Request for Reconsideration of Materials" which must be filled out and returned to the building principal before formal consideration shall be given to the complaint;
4. Materials subject to complaint shall be removed pending final action by the Board;
5. The superintendent shall arrange for a review committee of seven, consisting of an administrator, two representative classroom teachers, a Board member, one lay person, one school Site Council member, and an instructional media specialist, subject area specialist, or consultant as appropriate;
 - A. The lay person, the school Site Council member, and Board member shall be appointed by the chairman of the Board.
 - B. The committee shall meet as soon as possible and return a written report of its findings to the superintendent within six weeks of its appointment.
 - C. The committee may recommend that the questioned materials be:
 1. Retained without restriction;
 2. Retained with restriction. (Nature of restriction shall be specified). Materials placed under restriction, as specified above, shall be reconsidered by a Review Committee during April the year after the academic year in which the restriction was placed.
 3. Not retained;
 - D. The superintendent shall report the recommendation of the Review Committee to the Board, at the next regular meeting, whose decision shall be final.

CENTRAL LINN SCHOOLS
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Fill in information as appropriate:

If printed give:

Author _____

If audiovisual give:

Title _____

Title _____

Type of Material _____

The following information will be provided by school personnel:

Hardcover _____ Paperback _____

Publisher _____

Producer _____

Distributor _____

Copyright Date _____

Copyright Date _____

Your name _____

Telephone _____

Address _____

You represent (check one)

____ Yourself only

____ (Name of Organization) _____

____ (Identify any other group) _____

1. To what in the material do you object? (Please be specific.)

2. What do you believe might be the result of using this material?

3. Did you review the material in its entirety? _____ (Read all of the book or see the film and hear the discussions preceding and following the showing?) If not, what part did you review?

4. Are you acquainted with the judgment of this material by professional critics?

5. What would you like your school to do about this material?

_____ Do not use it with my child.

_____ Withdraw it from use with all students as well as from my child.

_____ Send it back to the selector or selectors for re-evaluation.

6. In its place, what material of quality would you recommend that would be an appropriate substitute in the curriculum subject area involved?

Date

Signature of Complainant