

**PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL
OR LIBRARY MATERIALS**

Complaints regarding instructional or library materials will be considered according to the following procedures:

1. The material in question must first be discussed with the teacher or librarian, who will report the results of this discussion to the principal.
2. If the situation is not resolved, the complainant will meet with the principal to discuss the material. The results of the meeting will be reported to the superintendent.
3. If satisfaction is not gained, the superintendent will ask that the complaint be stated in writing. The superintendent will appoint a review committee, which may consist of the following members: the building principal, the school librarian, a subject area specialist, a community member, and a community member recommended by the complainant.
4. The review committee will examine and evaluate the material according to district goals and objectives and the criteria for selecting materials, and will notify the complainant of their decision within two weeks.
5. Within two weeks of the committee decision, the complainant may appeal through the superintendent to the board for a final determination.