

OBJECTION TO INSTRUCTIONAL MATERIALS PROCEDURE

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the administrator, or, upon the administrator's recommendation, the concurrence of the board of education or upon formal action of the board of education when a recommendation of a review committee is appealed to it.

Procedures to be observed:

1. All complaints to staff members shall be reported to the administrator, whether received by telephone, letter or in personal conversation.
2. The administrator shall direct the appropriate staff member (coordinator) to contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the curriculum unit and/or the library/media center.
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the procedure for handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received by the coordinator within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
5. In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration; however, access to questioned materials can be denied to the child (children) of the parents making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the coordinator will call together a committee of five to consider the complaint. This committee may consist of personnel such as: coordinator, unit administrator, the library media center director, a teacher and parent representative.
7. The committee shall meet to discuss the material, following the guidelines set forth in Instructions to Evaluation Committee and shall prepare a report on the material containing their recommendations on the disposition of the matter.
8. The Coordinator shall notify the complainant of the decision and send a formal report and recommendation to the administrator. In answering the complaint, the coordinator shall explain the book selection system, give the guidelines used for selection and cite authorities used in reaching the decision. If the committee decides to keep the work

that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the board will acknowledge it and make recommended changes.

9. If the complainant is still not satisfied, he/she may ask the administrator to present an appeal to the board of education. The board of education may seek assistance from outside organizations such as the American Association of School Administrators, National School Boards Association, American Library Association, Association for Supervision and Curriculum Development, Nebraska Association of School Administrators, Nebraska State Education Association, Nebraska Department of Education, etc. in making its determination.

Adopted- 2/18

Reviewed-

Revised-