

**PUBLIC QUESTIONS, COMMENTS OR CONCERNS REGARDING DISTRICT  
INSTRUCTIONAL/MEDIA/LIBRARY MATERIALS**  
(*Answering Questions/Concerns*)

It is necessary to have an orderly procedure that will assure a fair hearing to those who have objections and that will provide for a thorough investigation of disputed materials. The process described below is intended to assure that carefully considered judgments are made in response to criticism or objections.

1. All complaints to staff members are reported immediately to the building principal involved, whether they come by telephone, letter or by personal conference.
2. If the citizen further registers the complaint, he or she will be given a copy of the *Request for Reconsideration of Materials* form, which must be completed and returned to the building principal. The item under consideration must be returned to the building principal with the completed form.
3. Materials subject to the complaint are not removed from use pending committee study and final action by the Board.
4. The building principal arranges a review committee consisting of the librarian, teacher, himself/herself, patron of the district and, if necessary, a district administrator.
5. The committee reviews the material and returns a written report of its finding to the building principal. The committee may recommend that the questioned materials be:
  - Retained without restriction.
  - Retained with restriction.
  - Removed.
6. The building principal reports the recommendation of the review committee to the complainant.
7. The complainant, if not satisfied, may appeal the decision in writing to the superintendent.
8. In case of an appeal, the superintendent reports the recommendation of the review committee and the written appeal to the Board of Education. The Board of Education's decision will be final.
9. The decision of the Board is then reported to the principal and other appropriate professional personnel and then to the complainant. The principal shall then instruct the teacher/librarian to carry out the recommendation of the Board of Education.

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: 02-10-2003

Revised:

Tri-County RVII School District; Jamesport MO

© 2002, Missouri School Boards' Association, Registered in U.S. Copyright Office  
*For Office Use Only: KLB-AP.IC (10/02)*