

CHALLENGED INSTRUCTIONAL MATERIALS

The following procedures are established for consideration of objections to any print or non-print materials purchased for use within the school district:

- A. When a complaint is received in the school, the teacher(s) must be notified of the complaint and its source.
- B. The teacher(s) shall contact the complainant and, if possible, resolve any misunderstanding. If the complainant requests withdrawal of a book or item for use, a copy of the South Kitsap School District #402 Request for Reconsideration Form shall be presented to the complainant with an explanation of the procedure for registering the complaint.
- C. If the citizen files the Request for Reconsideration Form, the Assistant Superintendent for Instructional Services shall direct the Instructional Materials Committee (IMC) to review the material in question at their next regularly scheduled meeting.
- D. The Executive Assistant for the Assistant Superintendent for Instructional Services shall notify the complainant and appropriate staff of the time and place of the meeting.
- E. The IMC shall review the materials in question and forward their decision to the Superintendent within 20 working days of the meeting. No restrictions shall be placed upon use of the materials in question until notified of the Instructional Materials Committees' decision.
- F. The Superintendent or designee shall notify the complainant within 10 working days of receiving the Instructional Materials Committees' decision.