

Public Concerns/Complaints about Instructional Resources

Occasional objections to instructional materials may be made by the public despite the care taken to select materials for student and teacher use and the qualifications of persons who select such materials.

If a complaint is made, the procedures shall be as follows:

1. School personnel should be courteous but make no commitments. The school personnel and the concerned party should discuss the matter. If the issue is not resolved, the matter should be referred to the principal.
2. If the differences are not resolved, the concerned party may file the objection in writing using the district-approved form. The form may be obtained from school personnel or the principal. After the form is completed in its entirety, it must be returned to the principal who will then notify the superintendent.
3. Unless it is the principal's judgment that the challenged material is blatantly inappropriate, it will not be withdrawn from circulation during the review. If the material is so judged by the principal, it will be removed from circulation pending the outcome of the district's review procedure.
4. The superintendent will select a review committee. The committee will consist of the following:
 - a. The library/media personnel of the school involved
 - b. One specialist within the subject area that is being challenged, if available
 - c. A member of the parent advisory committee
 - d. One teacher within the subject area that is being challenged
 - e. A student (if applicable)
 - f. The principal of the school involved
 - g. A lay citizen
 - h. Additional members at the discretion of the superintendent

There should be a minimum of five people serving on the committee.

5. If the material is in book form, sufficient copies of the title will be provided. If the material is in audio-visual form, the committee will view the production together. The arrangements will be made by the school personnel involved.
6. The review committee, headed by the principal, will:
 - a. Have adequate time to read or view the material in its entirety and make a recommendation after the committee members have reviewed the material.
 - b. Read and discuss the request form.
 - c. Read reviews written about the material.
 - d. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
 - e. Hear, if requested, the concerned party's concerns regarding the material.
 - f. Evaluate the material according to the standards set forth in the library philosophy, the library policies, the Library Bill of Rights, the Freedom to Read Statement and the First Amendment of the Constitution of the United States.
 - g. Meet to discuss the material and prepare a statement of recommendation to the Board.
 - h. File a copy of the report in the principal's office of the school involved, the library involved and the central administration office. A copy will also be given to the concerned party.

Approved: February 27, 1979

Revised: June 24, 1986

Reviewed: April 23, 2019

Garfield School District No. Re-2, Rifle, Colorado