PUBLIC CONCERNS AND COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Code **KEC-R** *Issued* **11/24**

The superintendent will submit the written complaint to the appropriate building principal for review by a school level committee. The school level review committee will meet within 10 days of the receipt of a completed book action request form to consider the complaint. The committee will review the complaint and formulate a recommendation.
The principal will send the recommendation to the district level review committee.

The superintendent will appoint the district level review committee annually. The district level review committee will meet to consider all school level review committee recommendations within 10 days of their receipt of the school committee's recommendation. As a part of the review process, the committee may invite the complainant to appear before it to discuss the nature of the complaints. Following their review, the district committee will forward a recommendation to the superintendent for review and transmittal to the complainant.

The complainant may appeal the committee's decisions in writing through the superintendent to the board.

Instructions to evaluating committees

The board directs the evaluating committees to bear in mind the principles of the freedom to learn and to read. The committees must base their decisions on these principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.
The committee should study all materials thoroughly and read available reviews. The committee should check the general acceptance of the materials by consulting standard evaluation aids and local holdings in other schools.

The committee must not pull passages or parts out of context. The committee must weigh values and faults against each other and base its opinions on the material.

Should a committee recommend the removal of a book, the committee's final report must demonstrate that its decision was not intended to remove books to deny students' access to ideas which committee members find to be repugnant.
Such an intention would violate Constitutional standards. The committee must further demonstrate that the books in question are not educationally suitable.
The committee report, reflecting the majority opinion, will be given to the complainant at the conclusion of the committee's discussion on the questioned materials. The board will adopt or reject the recommendation at a regularly scheduled board meeting, which must occur within 90 days of receiving the complaint.

Suggested format or outline for report from evaluating committee.

- list of committee members and their positions
- statement ensuring that each committee member read the material in its entirety
- list of review source(s) consulted
- statement of majority opinion committee's final decision