

## **Procedure For Handling Challenged or Questioned Instruction and/or Media Center Material**

All criticisms of materials must be submitted in writing to the principal of the school building in which the material is used. The complaint must include the author and title, or other specific identification, of the material and a list of specific objections including page references or other locating devices. The complaint form, provided by the district, must be signed and contain the address and telephone number of the complainant.

Upon receipt of a written complaint, the principal shall proceed as follows:

- a) Notify the responsible librarian/ media person of the complaint.
- b) Appoint a Materials Review Committee consisting of:
  - 1) a librarian/ media person
  - 2) a teacher in the subject area most related to the material; and
  - 3) other consultants as necessary.
- c) Convene and chair the committee

The Materials Review Committee shall examine the questioned material and determine whether the material should remain in use.

When the committee has made its decision, the principal shall send a written statement of the committee's action and decision to the complainant.

The complainant has the right to appeal the decision of the Materials Review Committee within ten days of his/ her receipt of the statement of action. The appeal should be filed with the Superintendent of Schools in writing.

Source: Independent School District No. 739, Kimball, MN  
Date: 1977; Revised, 1989, 1/2021