

CRITICISM OF INSTRUCTIONAL MATERIALS

In order to resolve questions and complaints concerning approved instructional materials, the following procedure shall be used:

- A. Written criticisms of instructional materials shall be presented to the County Superintendent of Schools or to his/her delegated representatives so that proper consideration may be given.
- B. Written complaints about instructional materials should contain the following information:
 - 1) Title of book, recording, film, or other items of instructional material.
 - 2) Name of author, publisher and/or sponsor.
 - 3) Citation of the pages and specific passages in question; reference to specific illustrations or scenes in question. (Isolated statements quoted out of context cannot be accepted as evidence to substantiate a complaint.)
 - 4) Identification of complainant and a statement of his basis for criticizing the particular term.
- C. The written complaint shall be brought to the attention of the County Board of Education at one of its regular meetings. The Board shall consider the complaint and then on the basis of its consideration instruct the Superintendent whether to proceed with an investigation of the complaint.
- D. If the Board decides that the complaint should be investigated, the written complaint will be referred to a special reviewing committee of at least three persons appointed by the County Superintendent of Schools. The author, publisher or sponsor may be notified of the complaint and given an opportunity to submit a reply or provide additional information pertinent to the matter. The committee will prepare a report for consideration by the County Board of Education.
- E. After the County Board has studied the results of the investigation of the criticism of the pertinent instructional material, it will take any necessary action it deems appropriate and will notify the complainant of such action.
- F. In the event materials are withdrawn from approved lists, a notification will be sent to publishers or sponsors and to district and county personnel involved or concerned with such action.

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