

**CHALLENGED MATERIAL**

Any District resident has the right to review and request reconsideration of material to which he/she objects. The individual must **file submit** the complaint **in writing on the form distributed by the Superintendent of Public Instruction to the site administrator. If still unresolved, the complainant may appeal to the Superintendent/Designee.**

**The School District must comply with the following guidelines in reviewing the challenged material:**

- 1. The Principal will explain the criteria used for selecting the materials and attempt to resolve the issue informally. If the Principal cannot resolve the issue, he or she will forward the complaint to the NCS D Superintendent.**
- 2. Once the Superintendent receives the complaint, a committee approved by the Board of Trustees shall convene to review the challenged material. As a minimum, the committee will consist of a teacher, librarian, school administrator, pupil and parent.**
- 3. The committee will consider the material in its entirety, consult standard sources of critical reviews (such as The School Library Journal), the best interests of the pupils, curriculum requirements and the principles of constitutional free speech and the Freedom to Read Statement disseminated by the American Library Association.**
- 4. The committee will publicly report its decision within thirty days after the school district receives the written complaint.**
- 5. The Board of Trustees will accept or deny the committee's recommendation.**

The individual filing a complaint may appeal to the Superintendent of Public Instruction if the school district failed to follow its procedures and no further local remedies exist.

The Board of Trustees may establish a standing committee to review challenged material each school year.

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NEPN/NSBA Classification: IMB, KEC  
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