The following procedures will be followed when a citizen challenges the appropriateness of an item in the library collection or an assigned reading:

1. When a complaint is received which specifically relates to any materials in the library or an assigned reading, an informal discussion will be held to determine the nature of the complaint.
2. When necessary, a Request for Reconsideration of Library Resources form will be provided to the complainant to complete and return to the building principal.
3. The Request for Reconsideration will be forwarded to a challenged book committee, appointed by the school principal, which will consist of the librarian, a literacy specialist, a teacher, an administrator, and a parent.
4. A meeting of this library review committee will be scheduled within two weeks of the receipt of the Request for Reconsideration.
5. Material will be judged by the committee as to its appropriateness (grade level appropriateness, content, etc.).
6. The written decision of the committee will be provided to the complainant by the school principal.
7. The written decision of the committee will be forwarded to the Assistant Superintendent of Academic Education, who will inform the Superintendent and the School Board of the committee's decision.
8. If the complainant is dissatisfied with the decision, a request may be submitted to the Assistant Superintendent requesting that a district level committee review the decision. The district level committee will consist of the district library/media specialists, the grade span chief academic officer, a literacy specialist, a teacher, and a board member.
9. After reviewing the material, the district level committee will submit a recommendation to the School Board, who will then render a final decision as to the appropriateness of the materials in question.
10. Challenged materials may remain in circulation until the process is complete. If a reading assignment is challenged, the complainant's student will be given an alternate assignment to complete.