

**SUWANNEE COUNTY SCHOOLS
PUBLIC COMPLAINT FORM REGARDING CURRICULUM OR INSTRUCTIONAL
MATERIALS**

The following information is required concerning all challenged materials:

Author, compiler, or editor _____

Publisher _____

Title _____

Reason(s) for objection _____

Page number(s) for each item challenged _____

Complainant's Name _____ Telephone Number _____

Complainant's Address _____

Signature of Complainant

Date

The following procedures shall be followed when the appropriateness of books or materials is questioned:

At the school level, a committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened.

Challenged materials shall not be removed immediately; however, non-district adopted materials shall not be available for student use pending a final decision.

Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The complainant shall be informed in writing concerning the committee's recommendations.

If the complainant disagrees with the decision rendered, a committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the instructional materials coordinator as being responsible for the organization of this review committee according to School Board policies.

The complainant may appeal to the School Board when the school and district-level appeals do not satisfactorily resolve the concerns.