

PUBLIC COMPLAINTS ABOUT CURRICULA
or
INSTRUCTIONAL MATERIALS REGULATION

- A. Complaint procedures concerning textbooks, library material and other instructional material.

The following procedures shall be employed in handling complaints concerning any textbook, library book or material and any other instructional material used in the schools of the district:

1. At the discretion of the Principal where the material is being challenged, an informal meeting may be held between the complainant and the Principal.
2. If a complaint is not resolved informally the complainant must file a written complaint with the Principal on a form provided for this purpose.
3. Any written complaint will be presented to the Instructional Material Review Committee. The membership of the committee shall consist of: an elementary principal, an elementary classroom teacher, a library media specialist, and a member of the community. The committee shall:
 - a) read and examine the challenged materials;
 - b) consider the specific objections to the material voiced by the complainant;
 - c) weigh the values and faults of the material as a whole;
 - d) consider the offer of oral presentations and determine the value of presentations when brought before the committee;
 - e) where appropriate, solicit advice or opinion from other faculty and staff of the district; and
 - f) issue a report to the Superintendent containing its recommendations concerning any complaint.
4. The Superintendent shall review the complaint, the recommendations of the Principal and the report of the committee, make a decision, and notify the complainant and appropriate staff.
5. If the complainant is not satisfied with the Superintendent's decision he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration.

- B. Complaint procedures concerning curricula

The following procedures shall be employed in handling complaints concerning any curriculum in the district:

1. At the discretion of the Superintendent, an informal meeting may be held between the complainant and the Superintendent or his/her designee(s).

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2. If a complaint is not resolved informally the complainant must file a written complaint with the Superintendent. Because the nature of the complaints may vary, no standard form is provided.
3. The Superintendent shall review the complaint, consult with any district staff, State Education Department personnel or any other organization or individual that he/she deems appropriate and make a decision regarding the complaint. The Superintendent may designate another administrator in the district to assist him/her in rendering a decision concerning a complaint, although the Superintendent shall have final review at this stage of the complaint process.
4. The complainant and appropriate staff shall be informed, by the Superintendent, of the decision.
5. If the complainant is not satisfied with the decision of the Superintendent or his/her designee, he/she may refer the complaint to the Board, whose decision shall be final.

Adopted: December 15, 1998