

## **COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS REGULATION**

### *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 district schools.

1. At the discretion of the Superintendent of Schools, an informal meeting may be held between the complainant and the Superintendent.
2. If a complaint is not resolved informally the complainant must submit a written complaint with the Building Principal on the appropriate form (see exhibit 1420-E).
3. The Superintendent shall notify the Board of Education of the complaint.
4. Any written complaint will be presented to the Instructional Material Review Committee. The membership of the committee shall consist of a library media specialist, who shall chair the committee; a classroom teacher; a Principal or Assistant Principal; and a member of the community. Members shall be appointed by the Superintendent. 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 oral presentations made to the committee. The committee will determine whether any oral presentations will be beneficial to its deliberations;
  - e. where appropriate, solicit advice or opinion from other district faculty and staff; and
  - f. issue a report to the Superintendent containing its recommendations concerning any complaint.
5. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
6. 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.

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