

Instruction

Complaints about Curriculum, Instructional Materials, Programs, and Library Materials

Persons with complaints about curriculum, instructional materials, programs, or library materials shall use the following procedures. No questioned material shall be removed from the school pending a decision.

1. All complaints to staff members shall be reported to the building principal involved, whether received by telephone, letter, or in personal conversation.
2. The complainant shall be supplied with a packet of materials consisting of the District's goals and objectives, selection policy statement, and the procedure for handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complainant (6:260-E). If the complainant does not return this form to the building principal within two weeks of receiving the packet, the objection will be considered resolved.
3. Upon receipt of a written complaint form, the principal shall inform the Director of Curriculum and Instruction. The Director of Curriculum and Instruction shall then convene a committee which consists of the Director of Curriculum and Instruction, the principal, a teacher, a parent representative, and anyone the Director of Curriculum and Instruction deems appropriate. For a library complaint, the committee would also include a librarian.
4. The committee shall meet to discuss the material. Using Instructions to Evaluating Committee (6.260AP-3), reviews from professionally recognized reviewing materials, and the Criteria for Selection, the committee shall prepare a report containing its recommendations concerning the material.
5. The Director of Curriculum and Instruction shall make a decision as to any action taken with regard to the material in question.
6. The principal shall notify the complainant of the decision.
7. If the complainant is still not satisfied, he/she may ask the Superintendent of Schools to present an appeal to the Board of Education which shall make a final decision regarding the issue.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing an objection form and using the objection procedures listed above.

CROSS REF.: 2.260

Adopted: April 25, 1996

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