

CONCERNS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

The Board of education recognizes its responsibility for the purchase of appropriate instructional materials. The Board directs the Superintendent, or his/her designee, to develop regulations and procedures for the selection of books and other instructional practices. The Board also recognizes the right of community members to voice concerns and/or complaints regarding the implementation or selection of particular curriculum instructional materials, including library books, and/or instructional practices. The Superintendent is charged with overseeing this policy and related procedures.

It is often appropriate for there to be an opt-out procedure for persons with concerns about a particular curriculum, book, instructional materials or an instructional approach. While there are state requirements which cannot be subjects of an opt-out procedure, the Superintendent or his/her designee is authorized to approve individual instances which do not involve graduation requirements.

All questions, concerns or complaints concerning textbooks, library books, a particular curriculum, instructional materials or instructional practices should follow this sequence, if necessary.

1. The complainant should communicate with the respective teacher, librarian or other staff member to discuss what is in question.
2. If not satisfied, the complainant should have an informal conference with the principal or other appropriate administrator.
3. Following this informal conference, there may be other attempts by the contacted administrator to informally resolve this matter with other relevant staff members.
4. If the concern is not resolved informally, the complainant must file a written complaint on a form provided for this purpose.
5. Based upon the written complaint, the individual designated by the Superintendent to address such matters may elect to conduct his/her own investigation or convene and chair a review committee composed of an elementary teacher, a secondary teacher, an elementary administrator, a secondary administrator, a librarian or other relevant educator and a community member; none of whom are to have a conflict of interest in the case at hand.
6. The investigation or committee review will issue a report to the Superintendent with a recommendation(s). The investigation or committee review will:
 - a. read, observe or otherwise examine the questioned material or practice,
 - b. consider the specific objections voiced by the complainant,

- c. weigh the values and faults of the material as a whole, including why it was originally selected,
 - d. consider presentations or other research,
 - e. solicit advice or opinions from other faculty or staff and,
 - f. prepare the report and recommendations for the Superintendent's consideration.
7. The Superintendent shall review the report, make a decision and notify the complainant and appropriate staff.
 8. If the complainant is not satisfied with the Superintendent's decision, an appeal may be made to the Board of Education through the Board President. The Superintendent will schedule a hearing on this complaint with the Board, and deliver to the Board a copy of the complaint, a copy of his/her decision and the report upon which it was based.
 9. The Board will conduct a hearing and its decision shall be final.

Amended: September 15, 2010

CITIZEN'S REQUEST FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS

Name _____

Address _____ Telephone _____

REPRESENTING

Self _____ Organization or group _____
(Name)

MATERIAL QUESTIONED

BOOK: Author _____ Hardcover _____ Paperback _____

Title _____ Publisher (if known) _____

OTHER MATERIAL: Kind of Media _____
(film, website, record, DVD, etc.)

Please respond to the following questions. If sufficient space is not provided, please use additional sheets of paper.

1) Have you seen or read this material in its entirety? _____

If not, what parts have you seen or read? _____

2) To what do you object? Please cite specific passages, pages, etc. _____

3) What do you believe is the main idea of this material? _____

4) What do you feel might result from use of this material? _____

5) What reviews of this material have you read? _____

6) For what other age group might this be suitable? _____

7) What action do you recommend that the school take on this material? _____

8) In its place, what material do you recommend that would provide adequate information on the subject? _____

Date

Signature