

RED HOOK CENTRAL SCHOOL DISTRICT

POLICY#1420-R

Complaints about Curricula or Instructional Material Regulation

The following procedure is established to handle complaints and requests for the re-evaluation of the curriculum, instructional materials or library materials:

1. If a question or complaint about specific material cannot be handled informally by the teacher, librarian or Principal, the complainant will be invited to file the objections in writing on the form provided for the purpose and submit it to the Superintendent of Schools.
2. The completed form will then be sent to a materials review committee. This committee is to be appointed by the Superintendent and will include at least one administrator, teacher from a representative grade level, school librarian, parent and other resident.
3. The material review committee is charged with the responsibility of reading, viewing, and/or listening to the materials referred to it in their entirety; reviewing and evaluating them, weighing the strengths and weaknesses of the material in question and forming opinions based on the material as a whole. The committee will also consult with professional staff members who selected the questioned material to ascertain the purpose of the acquisition.
4. Upon completion of the review, the materials review committee will submit in writing its report to the Superintendent of Schools recommending appropriate action.
5. The Superintendent will review the complaint and the committee's recommendation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the Board.
6. If the Superintendent's decision is to remove a book or alter the curriculum, or otherwise take action upon the complaint, he shall notify the Board of his decision. The final decision shall rest with the Board.

NOTE: Article XIV Miscellaneous – new item #10,
Adopted November 11, 1985

Approved by
B.O.E. 4/12/89