

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Policy

It is the policy of the Canaan School District to provide for fair and impartial review of any complaint about instructional materials used by the District.

Implementation

1. The Principal will develop procedures to implement this policy.
2. All complaints will be reported to the Principal, whether received by telephone, letter, or in personal conversation.
3. The Principal or his or her designated representative will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the School District and/or the library media center.
4. If the complaint is not resolved informally, the complainant will be supplied a packet of materials consisting of the District's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will also include a standard printed form which must be completed and returned before consideration will be given to the complaint.
5. If the formal request for reconsideration has not been received by the Principal within two weeks, the issue will be considered closed. If the request is returned, the reasons for selection of the specific work shall be re-established by the appropriate staff.
6. In accordance with this policy statement, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, the teacher may, at the request of a parent, make an alternative assignment for an individual student.
7. Upon receipt of a completed objection form, the Principal will follow the procedures accompanying this policy.

Appeal

If the complainant is dissatisfied with the outcome of the review of the complaint, he or she may ask to have the complaint heard by the School Board.

Date Warned: 12 August 2002
Date Adopted: 26 August 2002
Legal Reference(s): 16 V.S.A. §563 (14) (Powers of school boards)
Cross Reference: Selection of Instructional Materials (G5)
Selection of Library Materials (G4)

Administrative Guidelines

**PROCEDURES FOR HANDLING COMPLAINTS ABOUT
INSTRUCTIONAL MATERIALS**

1. Upon receipt of a completed objection form, the Principal in the building involved will call together a committee of five to consider the complaint. This committee will consist of the Principal, the Special Services Coordinator, the library media center director, a teacher, and a parent representative.
2. Within fourteen (14) days, the committee will meet to discuss the material and within seven (7) days thereafter will prepare a report on the material containing its recommendations on the disposition of the matter.
3. The Principal will send a formal report and recommendation to the Superintendent. The Principal will explain the materials selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee recommends that the work that caused the complaint be kept, and the Superintendent concurs, the complainant will be given an explanation. If the Superintendent does not concur, or the complaint is found to be valid, the Principal will make recommended changes and notify the complainant.
4. If the complainant desires to pursue the complaint further, he or she must inform the Superintendent in writing within seven (7) days. The Superintendent shall arrange for a special Board meeting within fourteen (14) days of receiving the written request from the complainant or place the matter on the agenda of the next regularly scheduled board meeting. The Board shall render a final decision in writing within two (2) days of hearing the appeal and so inform the complainant.