

**COMPLAINTS ABOUT CURRICULUM
OR
INSTRUCTIONAL MATERIALS – REGULATION**

A. Inquiries and Complaints

1. An inquiry is defined as a request for information about instructional material used within the classroom.
2. A complaint is defined as a demand for deletion of instructional material from the curriculum or the exemption of a student from a phase of the prescribed curriculum.
3. All instructional materials shall remain in the curriculum until the following procedure has been fully complied with.
4. To comply with the following procedure all inquiries or complaints shall originate at the Superintendent's level to note possible trends and/or issues arising from the inquiry or complaint.

B. Processing - Informal

1. Inquiries or complaints shall be directed to the Superintendent on forms available at building offices.
2. The Superintendent shall notify the following:
 - a. the teacher or teachers directly involved;
 - b. the Building Principal.
3. The Building Principal shall then assume responsibility for processing the inquiry or complaint on an informal level and shall make available to the person instituting the inquiry and/or complaint:
 - a. the instructional material in question;
 - b. the appropriate curriculum guide; and
 - c. the adopted Board of Education policy relative to the adoption of instructional materials.
4. The Building Principal may arrange informal meetings with any or all of the staff listed in item B(2) within 10 working days of receipt of the inquiry/complaint.

5. If the inquiry is resolved by these means, the Building Principal shall notify all parties concerned in the resolution of the matter. If the complaint is not resolved, he/she shall institute the procedure in item C (Formal Processing).
6. The Building Principal shall submit a report of the proceedings and the outcome to the Superintendent within 5 working days of the final discussions with all parties.

C. Formal Processing

1. The Superintendent shall initiate the following formal procedure when the informal procedure fails to resolve the complaint.
2. The Superintendent shall activate the Selection Review Committee as listed within 5 Working days of receipt of Building Principal's report.
 - a. Elementary Principal (K-5);*
 - b. Secondary Principal (6-12);*
 - c. Board member;
 - d. Teacher (K-5);**
 - e. Teacher (6-12);**
 - f. Appropriate content area teacher as needed
 - g. Library Medial Specialist

*level appropriate

**one of the above shall be a specialist in the area of reading

3. The committee shall review:
 - a. the written complaint;
 - b. the material cited in item B(3); and
4. The committee shall provide the Superintendent with the minutes of its deliberations and a recommendation based on the factual information available within 20 working days of activation. The minutes may be in the form of a written transcript, written summary, tape recording or other alternative as requested by the Superintendent at his discretion and on a case-by-case basis.
5. The Superintendent shall review the relevant material and shall make a decision either to accept or to reject the committee's recommendation and advise the Board within 10 workings days or next meeting after that date.
6. If he/she accepts the recommendation, the Superintendent shall notify the Board of the committee's recommendation and his/her acceptance of it.

7. If he/she rejects the recommendation, the Superintendent shall notify the Board of the committee's recommendation and his/her reasons for rejecting the recommendation.
8. The Board reserves the right to either approve or reject the exception or complaint as presented.

A complaint may be withdrawn at any time during the processing period

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