

INSTRUCTIONAL MATERIALS

The Board of Education shall ensure that the necessary and appropriate educational materials are available for use in the District schools. The materials should be reviewed in a periodic fashion to ensure validity and compatibility with the curriculum. This responsibility will be facilitated by means of the curriculum review cycle noted in Policy 4200, Curriculum Development.

Criticism of materials used should be submitted, in writing, to the Superintendent of Schools on the appropriate form (see 4510-E). Moreover, curriculum complaints regarding instructional materials shall adhere to the appropriate regulations enacted pursuant to Policy 1420, Complaints About Curricula & Instructional Materials. Additionally, the Board will be informed of the criticism by the Superintendent, who shall appoint a faculty review committee and forward the complaint. The materials at issue shall not be removed from the District schools pending a written decision from the committee.

The person(s) lodging the complaint will be invited to appear before the faculty review committee to express their concerns. Appeal from the decision of the faculty review committee may be filed with the Superintendent to the Board for purposes of finality.

Cross-Reference: Policy 1420, Complaints About Curricula or Instructional Materials
Policy 4200, Curriculum Development

Reference: Education Law §§ 1709; 1711

Revised: August 21, 2001

**REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL & SUPPLEMENTAL MATERIALS**

1. Criticism of materials used in the South Colonie Central School District must be submitted in writing to the Superintendent of Schools on this form.
2. The Board of Education will be informed of the criticism by the Superintendent.
3. The Superintendent will appoint a faculty review committee and forward the complaint form to the committee.
4. The materials will not be removed from use pending a decision in writing from the committee.
5. The person(s) making the criticism will be invited to appear before the faculty review committee to state their concerns.
6. Appeal from the decision of the faculty review committee may be made through the Superintendent to the Board for a final decision.

Type of Material: _____

Title (where applicable): _____

Author (where applicable): _____

Publisher (if known): _____

Request Initiated By:

Name: _____ Phone: _____

Address: _____

Complaint Represents:

Self Organization/Other Group: _____

1. To what do you object regarding the material in question? Please be specific. Give passages and pages, if applicable. _____

2. What are your concerns regarding the use of this material? _____

3. Do you find anything worthwhile in the availability or use of this material? _____

4. Did you examine the material in its entirety? Yes No If not, what parts specifically did you examine? _____

5. Are you aware of the judgments made of this material by experts? Yes No
Cite sources: _____

6. What do you believe to be the theme and/or purpose of this material? _____

7. What would you request your school do about this material?
 - Do not assign it to my child.
 - Withdraw it from all students as well as from my child.
 - Restrict it to certain grade levels of the school population.

Signature of Complainant: _____

Date Request Made: _____

Name of Student: _____

Grade Level of Student: _____