

<i>Procedure</i>	<i>Title</i>	<i>Code</i>
	SELECTION OF INSTRUCTIONAL MATERIALS	IE-P

HOLLISTON

Procedures to be observed for handling complaints regarding instructional material:

1. Any concerns about the instructional materials will be discussed first with the appropriate teacher. The teacher, at the request of a parent, may make an alternative assignment for an individual student.
2. If the teacher and the complainant do not resolve the issue, the complainant should contact the principal. The issue may be resolved informally after the principal explains the reasons for the selection of this specific material.
3. If the complaint cannot be resolved informally, the complainant will be supplied information on the instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This information will also include a standard printed form that must be completed and returned before further consideration will be given to the complaint.
4. If the principal has not received the formal request for reconsideration within ten (10) business days, the issue will be considered closed.
5. Upon receipt of a completed objection form, the principal will call together a committee of five (5) to consider the complaint. This committee will consist of the curriculum director or designee and from the school involved: the principal or designee, the library media center director or designee, a teacher, and a parent representative from the school council.
6. The committee will meet to discuss the material and will report to the principal with recommendations on the disposition of the matter.
7. The principal will send a written report and recommendation to the superintendent. The principal will explain the material selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee recommends the work that caused the complaint be kept, and the superintendent concurs, the complainant will be given an explanation.
8. If the complainant desires to pursue the complaint further, he or she must inform the superintendent in writing, within fourteen days. The superintendent will arrange for the complainant to be heard at a School Committee meeting within thirty (30) days. The School Committee shall render a final decision in writing after the next regularly scheduled School Committee meeting and so inform the complainant.
9. The School Committee ultimately determines the curriculum and, absent a constitutional interference, the School Committee's determination is final.