

## **COMMUNITY RELATIONS**

### **Public Complaints Regarding Instructional Materials**

The Board of Education welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively.

Instructional Materials shall be defined as all materials designed for use by pupils and their teachers as a learning resource and that help pupils acquire facts, skills, or opinions, or develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials, and tests. These items may also include web-based and/or electronic textbooks.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the Board members.

Parents should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels.

### **Challenged Material**

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

**ADOPTED: 06/26/08**

Revised: \_\_\_\_\_

Coventry Public Schools

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCE

TITLE / NAME OF RESOURCE \_\_\_\_\_

AUTHOR \_\_\_\_\_ If book: Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request Initiated By \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Complainant Represents \_\_\_\_\_ Self

\_\_\_\_\_ Organization - Name \_\_\_\_\_

\_\_\_\_\_ Other - Identify \_\_\_\_\_

1. To what of the instructional resource do you object? (Please be specific; e.g., cite pages, etc.)

\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of proceeding with this resource? \_\_\_\_\_

3. For what age group would you recommend this resource? \_\_\_\_\_

4. In your opinion, is there anything good about this resource? \_\_\_\_\_

5. Did you review the entire resource? \_\_\_\_\_ If not, what parts did you review? \_\_\_\_\_

\_\_\_\_\_

6. What do you believe is the theme of this resource? \_\_\_\_\_

7. Are you aware of the judgment of this resource by professionals?

\_\_\_\_\_

8. What would you like your school to do about this resource?

\_\_\_\_\_ Do not assign it to my child

\_\_\_\_\_ Send it to the Curriculum Committee for reevaluation

9. In its place, what resource of equal value and quality would you recommend that would convey as important a picture and perspective of our civilization?

\_\_\_\_\_  
\_\_\_\_\_

10. Further comments and suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant

School

Date