

Board of Education Policy

**PUBLIC COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIAL
REGULATION**

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. When a person has a complaint concerning a textbook, library book or other instructional material and protests its use in the class or its availability in a school library, the Building Principal shall hold an informal meeting with the complainant and the teacher, librarian, or other staff member who is using or providing the book or material. At this meeting, the complainant will be asked to make clear his or her objections to the material; the teacher or librarian will be asked to explain the educational value of the material.
2. If the complaint is not resolved informally, the complainant may file a formal written complaint, "Request for Reconsideration of a Work" (Appendix A) with the Building Principal.
3. Upon receiving a formal written complaint, the Building Principal shall establish an Instructional Material Review Committee and designate the members thereof, which shall consist of an administrator, a librarian, a teacher and a parent of a student enrolled in the building, to investigate and judge the challenged material.
4. The committee shall:
 - a. read and examine the challenged materials;
 - b. consider the specific objections to the material voiced by the complainant;
 - c. weigh the values and faults of the material as a whole;
 - d. consider oral presentations made to the committee, if any;
 - e. where appropriate, solicit advice or opinion from other district faculty and/or relevant professional organizations including, but not limited to, the American Library Association, the National Council of Teachers of English, and/or National Council of Social Studies Teachers;
 - f. where appropriate, solicit advice or opinion from professionally prepared resources including, but not limited to, School Library Journal, The Horn Book, and Booklist;
 - g. issue the written report (Appendix B) to the Superintendent containing the recommendations of the Instructional Material Review Committee concerning any complaints; and
 - h. the written report of the Instructional Material Review Committee shall be submitted for the Superintendent's review within thirty days of the submission of the "Request for Reconsideration of a Work" form (Appendix A).
5. The Superintendent shall review the report of the committee and make a final decision and notify the complainant and appropriate staff within two weeks of receipt.
6. If the complainant is not satisfied with the Superintendent's decision he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration. The final decision shall be made by the Board of Education.

Miller Place Union Free School District
Miller Place, New York 11764
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