

## Instruction

### Parental/Guardian/Citizen Complaints

Although there may be exceptions to this procedure dictated by unusual circumstances, parent/guardian/citizen complaints or inquiries should be taken to the teacher first. If problems still remain, the parents/guardians should see the school Principal. If not satisfied by the Principal's actions, the parents/guardians should see the Superintendent. If the problem persists, the matter should be brought to the Board of Education.

If a member of the Board of Education receives a complaint, he/she should inform the person making the complaint of the proper sequence of presenting his/her problem.

### Concerns about Books or Other Instructional Materials

If there is parental/guardian/citizen concern about a particular book or instructional material, the parent/guardian/citizen will be asked to complete a "Request for Review of Book or Other Instructional Material" form. This request will be reviewed by the teacher giving the assignment and the Principal. If a question arises concerning the suitability of a library book or other library material, the same form will be used to register parental/guardian/citizen concern and the form will be reviewed by the librarian and the Principal. The Principal will discuss the results of the schools' review with the Superintendent and provide an answer giving the school's position to the parent/guardian/citizen. If the parent/guardian/citizen is not satisfied with the answer given by the Principal, he/she may appeal to the Board of Education.

Legal Reference:     *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)  
                               *President's Council, District 25 v. Community School Board No. 25* 457  
                               F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)  
                               *Minarcini v. Strongsville City School District*, 541 F. 2d 577 (6th Cir.  
                               1976).  
                               *Board of Education, Island Trees Union Free School District No. 26 v.*  
                               *Pico*, 457 U.S. 853 (1982).  
                               Academic Freedom Policy (adopted by Connecticut State Board of  
                               Education, 9/9/81).  
                               Connecticut General Statutes  
                               10-238 Petition for hearing by board of education.

Policy adopted:       December 16, 1999  
 Policy revised:       April 26, 2001

MARLBOROUGH PUBLIC SCHOOLS  
 Marlborough, Connecticut

**REQUEST FOR REVIEW OF BOOK/INSTRUCTIONAL MATERIAL**

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Title of Book/Material \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

1. What action would you like the school to take concerning this book/material?
- \_\_\_\_\_ do not assign it to my child.
- \_\_\_\_\_ have the book/material reviewed by school personnel to determine its suitability for school use.

2. Have you read the entire book/material? If not, what parts have you read? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you believe is the theme of the book/material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is there anything good about the book/material in your opinion? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. To what in the book/material do you object? (Please be specific; cite pages.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional**

6. What book/material do you recommend that could replace the book/material in question?  
\_\_\_\_\_

7. Other comments as desired. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_