COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

The Board of Education recognizes its responsibility for the purchase of instructional materials. The Board encourages district teachers and administrators to select books and other materials in accord with sound educational principles and practices, and to use them effectively in the classrooms. However, the Board also recognizes the right of community members to voice concerns and/or complaints regarding the implementation of a particular curriculum and/or instructional material.

All complaints concerning textbooks, library books and other instructional material shall be submitted to the Superintendent of Schools. The Superintendent shall promulgate regulations subject to Board of Education approval establishing a complaint procedure which shall include:

1. the submission of formal written complaints on a prescribed form;
2. the formation of an instructional material review committee. The members of the committee shall be appointed annually by the Board on recommendation by the Superintendent. The committee shall make recommendations to the Superintendent concerning the disposition of any complaint;
3. a decision by the Superintendent; and
4. an appeal to the Board whose decision shall be final.

Cross-ref: 4511, Textbooks and Workbooks
4510/4524, Selection of Instructional Materials Print and Non-Print

Ref: Education Law §§1709(15); 1711(5)(f)
Board of Educ., Island Trees UFSD v. Pico, 457 US 853 (1982)

Note: Prior policy, 6190, revised

Policy Adopted/Revised:
December 14, 1995

COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS REGULATION

The following procedures shall be employed in handling complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. At the discretion of the Superintendent of Schools, an informal meeting may be held between the complainant and the Superintendent.
2. If a complaint is not resolved informally the complainant must file a written complaint with the Superintendent on a form provided for this purpose or in a signed statement containing the following information:
   a. title, author, publisher, copyright date and page(s) on which the alleged unsuitable material appears;
   b. quotations of the alleged unsuitable material with a clear statement of the writer's objections to the material;
   c. name and address of the complainant if acting as an individual; or
   d. if complaint is made by an organization, the name and address of the individual complainant and of the organization he/she represents and a statement of the complainant's position in the organization.
3. If any complaint is filed which involves allegedly seditious or disloyal matter, it shall be handled in accordance with Section 704 of the Education Law.
4. Upon request of the Board of Education, the Superintendent of Schools shall appoint an Instructional Material Review Committee. This committee shall be comprised of a library media specialist, who shall chair the committee; a classroom teacher; a Principal or Assistant Principal; and a member of the community. Members shall be appointed annually by the Board on recommendation of the Superintendent. 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. The committee will determine whether any oral presentations will be beneficial to its deliberations;
   e. where appropriate, solicit advice or opinion from other district faculty and staff; and
   f. issue a report to the Superintendent containing its recommendations concerning any complaint.
5. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
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.

Note: Prior regulations, 6190 and 4510/4524, revised
Regulation Adopted/Revised:
December 14, 1995

REQUEST FOR REEVALUATION OF INSTRUCTIONAL MATERIALS

1. Name and Address of Complainant Date_____

_____

_____

2. Complainant submitting this form as

a. _____ an individual

b. _____ an organizational representative

If b., name and address of organization and complainant's position in organization.

_____

_____

3. Description of material allegedly unsuitable

a. Title _____

b. Author_____

c. Publisher_____

d. Copyright date_____

e. Publisher's recommended grade level: _____

f. Book _____ AV material (please specify format) ____ Other_____

g. Pages involved in complaint _____

4. Quotation(s) of allegedly unsuitable material and statement of reason for objection.

_____

_____

_____

_____

Signature_____ Date_____

Submit to: Superintendent of Schools
Note: Prior exhibit

HEWLETT-WOODMERE UFSD **1420-E.2**

SUMMARY REPORT OF SPECIAL REVIEW COMMITTEE

Title of Material: _____

Type of Material: _____

Produced or Written by:_____

Sponsored or Published by:_____

Copyright date: _____

We have examined the above named material and after due and careful consideration:

_____ 1. have reached the following unanimous decision

_____ 2. make the following separate majority and minority reports concerning the suitability of this material for the use in the Hewlett-Woodmere Public Schools:

Unanimous or Majority Report	Recommendation	Minority Report
1. _____	1. This material meets the criteria for selection and may be used without restriction as noted in the attached report.	1. _____
2. _____	2. This material does not meet all of the criteria for selection and may be used only on the limited basis noted in the report.	2. _____
3. _____	3. This material is not recommended for use in the Hewlett-Woodmere Public Schools as noted in the attached report.	3. _____

Membership of Committee:

Unanimous or majority Report:

Typed Names	Signatures	Representing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minority Report:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Prior Exhibit

DETAILED REPORT OF SPECIAL REVIEW COMMITTEE

1. _____ Unanimous Report
2. _____ Majority Report
3. _____ Minority Report

Title of Material: _____

Type of Material: _____

Produced or written by: _____

Sponsored or Published by: _____

Copyright date: _____

Attached is the report of the special committee appointed to review the material described above.

Typed Names	Signatures	Representing
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Prior exhibit