( ) Required
(X) Local
( ) Notice

PUBLIC COMPLAINTS REGARDING INSTRUCTION

The Superintendent shall recommend and the Board of Education shall adopt rules which provide for the proper procedures for the orderly consideration of public complaints.

Legal Reference
Education Law, Sections 701, 702, and 704

Approved January 20, 1964
Abolished: 9/18/19

Policy 6190

PUBLIC COMPLAINTS REGARDING INSTRUCTION: INSTRUCTIONAL MATERIALS

1. Complaints about any instructional materials are to be made as follows:

    a. They must be submitted in writing on the forms provided for this purpose by the Hewlett-Woodmere Public Schools or in a signed statement containing the following information:

        1) title, author, publisher, copyright date and page(s) on which the alleged unsuitable material appears
        2) quotations of the alleged unsuitable material with a clear statement of the writer's objections to the material
        3) name and address of the complainant if acting as an individual
        4) 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.

    b. They must be sent to the Superintendent of Schools who will forward them to the Board of Education.

2. 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. Three copies of the complaint forms will be prepared and sent to the Textbook Commission, State Education Department, Albany, New York.

3. An investigation of the merit of any complaint shall be made only at the request of the Board of Education.

4. Upon request of the Board of Education, the Superintendent of Schools shall appoint a Special Review Committee. Such committee shall include representation from the grade level subject area and/or department involved.

5. After due deliberation this Special Review Committee shall submit a report of its findings to the Board of Education through the Superintendent of Schools. The report needs not to be unanimous. It may be composed of separate majority and minority reports.

6. The Board of Education shall make a final decision concerning the merit of the complaint based upon:

    a. the report of the Special Review Committee
    b. the recommendation of the Superintendent of Schools, and
    c. any other additional data it may consider necessary.

Regulations Approved 1/20/64
Amended: 1/28/78

Legal Reference:
Education Law, Sections 701, 702, and 704

6190

Complaint Regarding a Material of Instruction Not Covered in Section 704 of the Education law

1. Name and Address of Complaint Date _____

_____

_____

2. Complaint submitting this form as

a._____ an individual

b._____ an organizational representative

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

_____

_____

_____

3. Description of material allegedly unsuitable
   a. Title _____

   b. Author _____

   c. Publisher_____

   d. Copyright date_____

   e. Pages involved in complaint _____

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

_____

_____

_____

_____

Submit to: Superintendent of Schools
1 Johnson Place – P.O. Box J
Woodmere, New York 11598

1/10/63
Amended
1/20/64; 10/24/77

Summary Report of Special Review Committee

Date:_____

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

_____	_____	_____
_____	_____	_____

Amended: 1-20-64

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_____

Copyright date_____

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

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

1-10-63
Amended: 1-20-64