

# Community Relations

## Requests from Public for Problem Resolution

1312  
pg. 1 of 2

### General Procedures

Problems and grievances shall be handled and resolved as close to their origin as possible. Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, complaints shall be referred back through the administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

### Problems Regarding Educational Materials

The Board of Education has established the following guidelines for addressing complaints regarding the utilization of books and other educational materials in the instructional program.

1. A citizen, parent and/or legal guardian has the right to request a review of instructional materials used in the school system.
2. Any parent or guardian may request that his/her child not read, view or hear given material provided a written request is made to the appropriate building principal. No parent and/or legal guardian has the right to determine instructional materials for students other than his/her own children.
3. Challenged material will remain in use pending a final decision.
4. Resident citizens, parents or guardians requesting a review of instructional materials used in the school should, at their convenience, arrange a meeting with the principal of the respective school with the purpose of resolving the concern in an amicable manner. The principal of the respective school shall notify the Superintendent within two (2) school days of the request for review. All objections to materials should be settled informally, if possible.

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1312  
pg. 2 of 2

If at the conclusion of the informal meeting, the complainant is not satisfied and still believes that the specific material should be removed because of contents, an attempt at resolution shall be made according to the following procedures.

- a. The complainant shall file a '*Request for Review of Instructional Materials Form*', available at the respective school or from the Superintendent's office.
- b. The Superintendent shall establish an ad hoc review committee which may include, but not be limited to, the following:
  1. a teacher competent in the area of the content covered by the material;
  2. administrators, directors, and supervisors appropriate to the level and/or subject for which the material is being used;
  3. a media specialist;
  4. a member of the Board of Education;
  5. a member of the community knowledgeable in the subject matter.
5. Initial action in response to the filing of the Request for Review Form shall be taken no later than fifteen (15) school days after receipt of the form.
6. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate the decision to the person requesting the evaluation within forty-five (45) calendar days.
7. Once instructional material has been challenged and evaluated, the material cannot be subject to further challenge without special approval by the Board of Education.
8. The Board of Education may hold a special hearing to review the decisions and recommendations generated during the review process. The Board shall render its decision within thirty (30) days unless the Board's decision is delayed by the need to seek legal counsel or other information. A final decision should be made by the Board within 30 days after receiving the advice of legal counsel or the obtaining of the identified information.