

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

Any criticism by a parent or guardian of instructional materials that are in the schools that cannot be resolved informally shall be submitted in writing by the parent or guardian to the District Superintendent, in accordance with the procedures specified below. An Instructional Material Review Committee, consisting of an administrator, a teacher, and a parent, will be designated by the District Superintendent to investigate and judge the challenged material.

The committee shall make recommendations to the District Superintendent concerning the disposition of the complaint, and the District Superintendent will issue a decision. The decision may be appealed to the Board, and the decision of the Board shall be final.

1. When a person has a complaint concerning instructional material and protests its use in class or its availability in a school, the administrator shall hold an informal meeting with the complainant and the teacher 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 objection to the material; the teacher or staff members 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 with the District Superintendent on the form provided.
3. Upon receiving a formal written complaint, the District Superintendent shall convene an Instructional Review Committee, consisting of an administrator, a teacher, and a parent to investigate and judge the challenged material.
4. The committee shall:
 - a. read and examine the challenged material;
 - b. consider the specific objections to the material voiced by the complainant;
 - c. weigh the strengths and weaknesses of the material as 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; and
 - f. issue a report to the District Superintendent containing its recommendation concerning the complaint.
5. The District 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 District Superintendent's decision, he/she may refer the complaint to the Board. The District Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration. The Board shall make the final decision.

Washington-Saratoga-Warren-Hamilton-Essex BOCES

COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

Request initiated by: _____

Date: _____ Telephone Number: _____

Address: _____

Complaint represents: Self: _____ Others: _____

If group (name): _____

TITLE: _____

AUTHOR: _____

Publisher or Producer: _____

Publisher's recommended grade level: _____

Textbook: _____ Other: _____

1. Have you read/heard/seen the material in its entirety? _____

2. To what do you specifically object? Please cite specific passages, pages, etc.

3. Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

4. What do you believe is the theme or purpose of the material?

5. What do you feel might be the problem with reading/viewing this work?

6. In its place, what work of equal benefit would you suggest that would convey the theme or purpose?

7. Would you be available to make an oral presentation of 15 minutes or less to an Instructional Materials Review Committee? _____

Signature

Date