

## DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

### POLICY

#### Complaints Concerning Instructional Materials

**KEC**

It is recognized that opinions differ concerning appropriateness of instructional materials. Occasionally an individual or group may find instructional materials used in the schools in conflict with their views.

The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding instructional materials used by the school District.

All complaints must be presented in writing to the building principal and will include the name of the author, title, the publisher, and the objections by pages and items; or in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible. This can be done through email.

When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The principal will then notify the Superintendent or District Administrator and the teachers involved. The Superintendent or District Administrator will determine whether the complaint should be considered an individual request or if a building or District level review committee should be activated to reevaluate the material.

The building principal or building administrator will establish a building level review committee to minimally include building represented educators and parents, caregivers or guardians. The Superintendent will establish a District level review committee to minimally include DCRSD educators and parents, caregivers or guardians.

An individual student may be excused from using challenged materials after the parent, caregiver or guardian has presented written complaint. The teacher will then assign the student alternate materials of equal merit.

The building level review committee shall be under the direction of the Superintendent or District Administrator and composed of the building principal and four or more members selected by him or her from school or District personnel directly concerned.

The District level review committee shall be under the direction of the Superintendent or District Administrator and composed of five or more members selected by him or her from the administrative and instructional areas directly concerned.

The use of challenged materials by class, school or District shall not be restricted until final disposition has been made by the appropriate review committee but those individuals who have expressed concern may be excused from using challenged materials.

In the deliberations of challenged materials, the review committee may consider among other things the educational philosophy of the school District, the professional opinions of other teachers of the same subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant.

The findings of the building review committee and/or District review committee shall be a matter of written record and transmitted to the Superintendent or District Administrator and regional school committee for the final action before a response is made to all interested parties.

### Timeline

The following timeline is a guide. Extenuating circumstances, school vacation weeks and the summer break will alter the timeline below. In addition, complaints received after May 15<sup>th</sup> and determine to require a District level review committee may be reviewed at the start of the following school year.

The building principal or building administrator will acknowledge receipt of the complaint within 10 school working days, to include a determination of a building level review committee or a District level review committee.

A review committee, building or District, will be established and the complaint reviewed with an outcome to the regional school committee within 45 school working days.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT  
KEC Complaint Form Concerning Instructional Materials

Subject: \_\_\_\_\_

Objectionable Instructional Material:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of complaint, in specific detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Suggested Resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Schedule Time Available to meet with principal

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Adopted November 15, 1973  
Amended February 26, 1992  
Amended October 10, 2001  
Amended February 13, 2013  
Amended January 12, 2022