

### COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS REGULATION

The following procedures shall apply to the handling of complaints concerning any textbook, library book, and/or any other instructional material used in BOCES programs.

1. When a person has a complaint concerning a textbook, library book or other instructional material and protests its use in class or its availability in a BOCES library, the Division Director shall hold an informal meeting with the complainant and the teacher, librarian, 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 librarian 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 RFR (Request for Reconsideration) with the Division Director on a form provided for this purpose (see Exhibit 1420-E).
3. The Division Director, the teacher, or other involved professionals shall confer on the challenged materials. If, upon evaluation by the above personnel, the RFR is justified, the book and/or media materials will be withdrawn.
4. If, upon evaluation by the above mentioned personnel, the RFR is not justifiable, the requesting party may submit the RFR to the District Superintendent in writing (1420-E).
5. Requests thus submitted will be considered by a faculty committee appointed by the District Superintendent; the committee members shall have expertise in the discipline related to the challenged materials.
6. 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, if any;
  - e. where appropriate, solicit advice or opinion from other BOCES faculty and/or relevant professional organizations such as the American Library Association, the National Council of Teachers of English, National Council of Social Studies Teachers; and
  - f. issue a report to the Superintendent containing its findings and recommendations concerning any complaint.
7. The District Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
8. 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 final decision shall be made by the Board.

**Adopted:** December 15, 2008