



**Series 6000
Instruction**

Policy 6306

**Complaints Concerning
Instructional Materials**

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

Legal Reference: Keyishian v. Board of Regents, 385 U.S. 589, 603 (1967).
 President's Council, District 25 v. Community School Board No. 25 (457 F. 2d 289 (1972), cert. denied 409 U.S. 998 (1976).
 Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976).
 Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).
 Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).
 Conn. Gen. Stat. § 10-238. Petition for hearing by Board of Education.

Policy adopted: September 23, 1991
Policy revised: April 2001
Policy revised: March 18, 2019
Policy revised: August 17, 2020



Complaints Concerning Instructional Materials

General Complaint Procedures

Complaints 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 proper administrative channels for solution.

A parent/legal guardian may request that his/her child not read, view, or hear given material. A parent/legal guardian has the right to request a review of instructional materials for his/her own children only.

The Board advises the public that the proper channeling of complaints involving educational materials is as follows:

1. Teacher/Library Media Specialist
2. Principal
3. Review Committee
4. Superintendent
5. Board of Education

Each school shall have an Educational Material Review Committee (EMR) established by the principal and shall include: teacher(s), library media specialist, building principal (Review Committee Chairperson), department chair, reading consultant, and the Assistant Superintendent responsible for curriculum and instruction.

Complaints Regarding Educational Materials

Educational materials shall be defined as, but not limited to, print materials such as textbooks, trade books, library books, and journals/periodicals and non-print materials such as computer software, internet sources and film/video content.

The Board of Education has established the following guidelines for addressing complaints regarding the utilization of educational materials:

1. A parent/legal guardian who has a concern about the content of instructional materials should discuss the concerns with the teacher/library media specialist involved as a first step.
2. If a parent/legal guardian requests that his/her child not read, view, or hear given material, the request must be in writing to the building principal so that the principal can attempt to address the issue.

If the parent's/guardian's concern has not been resolved in steps 1 or 2, then the parent/guardian will be asked to complete a "Request for Review of Educational Material" form and will be invited to meet with the EMR Committee. The form is available from, and should be returned to, the building principal who will convene the EMR Committee.



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Administrative Regulation 6306

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The principal will share the parent's/guardian's concern as stated on the REM form with the superintendent prior to the EMR Committee's meeting. After meeting with the parent and discussing the issue, the EMR Committee will issue a written response to the parent with a copy to the superintendent.

If the parent/guardian is not satisfied with the answer given by the EMR Committee, he/she may appeal to the Board of Education through the Superintendent of Schools.

Legal Reference: Keyishian v. Board of Regents, 385 U.S. 589, 603 (1967).
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 Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).
 Conn. Gen. Stat. § 10-238. Petition for hearing by Board of Education.

Regulation adopted: September 23, 1991
Regulation revised: October 4, 1999
Regulation revised: May 21, 2001
Regulation revised: March 18, 2019
Regulation revised: August 17, 2020



REQUEST FOR REVIEW OF EDUCATIONAL MATERIAL

Print Material

Author _____

Title _____

Publisher _____

Non-Print Material

Title _____

Producer _____

Audiovisual Software _____

Computer Software _____

1. To what in the work do you object? Please cite specific passages by page, frame, slide, film, etc. Please explain your specific objection(s).

2. Did you read, view, or hear the entire work? Yes No If No, what parts did you read, view or hear?

3. Do you believe that there is anything positive about the material? Please explain.

4. For what age group do you believe this work may have value?



5. Are you aware of the judgment of this work by literary/media critics?

6. What are the educational purposes for using this work?

7. What do you believe is the theme of this work?

8. Other comments:

Complainant Name

Signature

Date

For Office Use Only:

Written notification received by Principal

Date received:

Initial meeting: principal, staff, complainant

Date of meeting:

Request for Review form received by Principal

Date received:

Review committee meeting

Date of meeting:

Report forwarded to Superintendent

Date forwarded:

Complainant notified

Date notified: