

PROCEDURES FOR HANDLING COMPLAINTS ABOUT EDUCATIONAL MATERIALS

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If a complaint is made, the following procedures will be utilized:

- 1) The building principal and library media specialists, teacher or reading specialist will meet with the complainant and attempt to solve the problem informally by explaining the goals and objectives of the District's educational program.
- 2) If the meeting does not resolve the problem, the complainant will be given a packet of materials which will include the Board's policy on public complaints about educational materials and the "Citizen's Request for Reconsideration of Educational Materials" form. This form must be completed and returned before the complaint will be considered.
- 3) The completed form will be given to the building principal who will inform the superintendent.
- 4) The completed form will be forwarded to the Reconsideration Committee within ten (10) working days.
- 5) The material in question, along with the complaint, will be circulated among the committee members who will review the material in its entirety.
- 6) The Reconsideration Committee will meet within 30 working days of the receipt of a written reconsideration form to consider the request and file a report.
- 7) Upon completion, a copy of the report from the Reconsideration Committee will be filed with the complainant and the District superintendent.
- 8) If the complainant is dissatisfied with the decision, he/she may present an appeal to the Board of Education for a final decision.
- 9) The material in question may not be reevaluated by the Reconsideration Committee within a four-year period following the final decision.

Reconsideration Committee

The Reconsideration Committee shall include the following members:

- one administrator (chair selected by the District superintendent)
- two parents/citizens (selected by the chair);
- one library/media specialist
- one technology coordinator;
- one reading specialist

- one teacher (selected by the building principal); and,
- two students (selected by student council)

It shall be an ad hoc committee and shall be dismissed after the issue is resolved.

The committee chair will follow the notification procedures pursuant to the Open Meetings Law before each meeting of the Reconsideration committee. If the committee so desires, an advisory group shall be called, composed of persons with access to the most pertinent information relevant to committee study.

CROSS REF: 171.1, Public Notification of Board Meetings

Approved: 07/20/98