

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

The Philip's Academy Board of Trustees recognizes that opinions may differ on the appropriateness of any given instructional materials and equipment. Occasionally an individual or group may find instructional materials used in the schools that conflict with their views. Any parent/guardian or person having a vested interest in the school shall have the right to present a request, suggestion or complaint in reference to the physical plant, playgrounds, subject matter or instructional materials.

The lead person shall develop procedures to give careful consideration to such requests, suggestions or complaints. These procedures shall provide that:

- A. All such requests, suggestions or complaints shall be submitted in writing;
- B. Whenever possible the process be initiated and solved at the lowest effective level;
- C. School response is courteous and prompt;
- D. Successive steps of appeal and mechanisms for review are available when necessary.

The use of challenged materials or equipment by class or school shall not be restricted until a final decision has been reached.

The final decision on controversial reading matter shall rest with the board after careful examination and discussion of the book or reading matter with school officials or others the board may wish to involve.

Procedures

Complaints about instructional or resource materials shall be submitted according to the following procedures:

- A. The initial complaint must be set forth in writing and include:
 - 1. The author, title, and publisher of the materials;
 - 2. The specific portions of the material or the work to which objection is taken shall be identified;
 - 3. The complainant's familiarity with the work;
 - 4. The reasons for the objection; and
 - 5. The use of the work in the school.
- B. The principal shall appoint a committee that may include grade level teachers, faculty committee members, appropriate cluster leaders and specialists, administrators or administrative representatives, and grade level parents as appropriate, to review the challenged material against the standards for the selection of resource materials established board policy.
- C. The lead person shall report the committee findings to the board;
- D. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the board of trustees, and no challenged material may be removed solely because it

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presents ideas that may be unpopular or offensive to some;

- E. Any board action to removed material will be accompanied by the board's statement of its reasons for the removal

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Adopted:

Key Words

Instructional Materials, Complaints Regarding Instructional Materials, Complaints, Censorship

Legal Reference: N.J.S.A. 18A:11-1 General mandatory powers and duties

Board of Education Island Trees U.F.S.D. v. Pico, 457 U.S. 853 (1982)

Possible

Cross References: *1312 Community complaints and inquiries
2220 Representative and deliberative groups
*6144 Controversial issues
*6161.1 Guidelines for evaluation and selection of instructional materials

*Indicates policy is included in the Critical Policy Reference Manual.