

### Complaints About Curriculum

1. The complainant will fill out an instructional material reconsideration request. This form can be obtained from the librarian or the district office.
2. Upon completion of the form, the complainant and the appropriate teacher/librarian and principal will try to settle the matter with the complainant.
3. If the matter is not resolved between the principal and the complainant, the superintendent shall be informed and receive all materials including the complaint, minutes of the discussion and solutions suggested.
4. The superintendent shall cause a review committee to be formed to review the specific written complaint of the complainant. The committee shall consist of:
  - a. A board member appointed by the chairman of the Board;
  - b. Two members of the community not involved in the complaint, appointed by the Board chairman;
  - c. School administrator not involved in the complaint;
  - d. Two teachers from the grade level or subject related to the material, from different buildings if possible;
  - e. A librarian/teacher not involved in the complaint, also from a different school; all in C, D and E to be appointed by the superintendent.
  - f. Curriculum director shall chair the committee. All members will have one vote.
5. The review committee will meet and determine a response to each specific issue in the complaint. It will respond to the complainant and to the superintendent within 30 days of the superintendent receiving the complaint. The response shall give the committees views on each issue raised and what its overall recommendation is to the superintendent.
6. Should the complainant not be satisfied with the decision and recommendation of the review committee they are to notify the superintendent in writing again giving the specific issues not yet met.
7. The superintendent shall bring the matter before the board who shall determine their course of action. The decision of the board is final.