

Public Complaints about the Curriculum/Instruction/Library Materials

Purpose

It is the intent of the Board and staff to provide a quality educational program given available resources. Although curricular, instructional and/or materials are carefully selected, there are occasions when questions about the material arise. We welcome questions from residents of the school district and give serious consideration to their concerns through a specified review process.

PROCEDURES FOR CHALLENGING INSTRUCTIONAL MATERIALS

Building-Level Complaint

1. If the written or verbal complaint is about building-level curriculum, instruction, or library materials, then it shall be directed to the school principal, who shall officially acknowledge the complaint in writing.
 - a. The school principal will notify the staff member or department directly involved in the complaint.
 - b. The principal, in consultation with the appropriate director of instruction, shall appoint a review committee.
 - c. The building-level committee shall issue a written report to the challenge.
 - d. The final written report is to be sent to the complainant and the appropriate director of instruction.

2. If the complainant is not satisfied with the building-level committee's report, the complainant must complete the Citizen's Request for Reconsideration of Material form, pages 4-5 of administrative procedure KLA-AR, available in the Instruction Department office.
 - a. The Citizen's Request for Reconsideration of Material form will be submitted to the appropriate director of Instruction for action.
 - b. The appropriate director of instruction shall appoint a review committee.
 - c. The building-level committee shall issue a written report to the challenge and submit the report to the appropriate director of instruction.
 - d. Copies of the request form and the report will be sent to the superintendent or designee.

District-Level Complaint

1. If the written or verbal complaint is about district-level curriculum, instruction or library materials, then it shall be directed to the appropriate director of instruction, who shall officially acknowledge the complaint in writing.
 - a. The complainant must complete the Citizen's Request for Reconsideration of Material form, (pages 4-5 of Administrative Procedure KLA-AR) available in the Instruction Department office.
 - b. The Citizen's Request for Reconsideration of Material form will be submitted to the appropriate director of instruction for action.
 - c. The appropriate director of instruction shall appoint a review committee.
 - d. The district-level committee shall issue a written report to the challenge and submit the report to the appropriate director of instruction.
 - e. The appropriate director of instruction will provide a copy of the review committee's report of findings to the complainant.
 - f. Copies of the request form and the report will be sent to the superintendent or designee.
2. The contested curriculum, instructional or library materials shall continue to be used unless the committee or school board's final action determines it should be removed from the approved materials list.

Establishment of Review Committees

1. If there is any question whether the complaint is a building-level or district-level complaint, the superintendent or designee will determine which complaint level committee is to be called.
2. A building-level review committee will be appointed by the appropriate principal, in consultation with the appropriate director of Instruction. This is not a standing committee.
3. A district-level committee will be appointed by the appropriate director of instruction. This is not a standing committee.

Committee Review

1. Committee members will receive copies of the complaint.
2. If appropriate, the staff member or department involved will get a copy of complaint.
3. The committee must review the complaint and issue a report of finding to the appropriate director of instruction.
4. Copies of the request form and the report will be sent to the superintendent or designee.
5. The appropriate director of instruction will provide a copy of the review committee's report of findings to the complainant.

Board Action

1. If the citizen is not satisfied with the decision contained in the building-level or district-level complaint report, then the complainant may request an appeal, as provided in the Board's policy KL on public complaints.
2. The Board will review the complaint and the report of findings from the review committee.
3. If, after reviewing the report of findings, the Board determines that it shall hear the complaint, then the complainant will be notified as to the date the Board will be considering the matter in a public hearing.
4. If, after reviewing the findings, the Board determines that it shall not hear the complaint in a public hearing, then the Board must issue a statement that it is upholding the findings of the review committee.
5. The Board will communicate its findings in an open meeting.

Springfield Public Schools
CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL

Board Policy KLA

In order to address concerns it is important that the following request for information be as complete as possible. Also, it may be that you will be contacted for additional information or for a presentation of your concerns to a review committee. At a conclusion of the review process you will be contacted regarding the outcome.

Request initiated by: _____ Type of material: _____
(please print name) (Book, video film, etc.)

Title: _____ Author: _____

Publisher or producer: _____ Copyright date: _____

Complaint represents:

Self _____ and/or the following organization(s) or group(s):

(Organization/Group name and address)

(Organization/Group name and address)

1. School in which the material is used: _____

2. How will you or your student be injured or aggrieved by this material? _____

3. Have you or your student requested alternative options from the school for dealing with this subject?

Yes No

Check if options are not available:

If yes, what options are available: _____

4. To what in the material do you object? (Please be specific: cite pages, scenes, etc.)

5. What do you feel might be the result of using this material? _____

6. For what age group would you recommend this material? _____
7. Did you review the material in its entirety? Yes No
If not, what parts were reviewed? _____
8. Is there anything good about this material? _____
9. What do you believe is the theme or main points of the material? _____

10. Are you aware of the judgment of this material by experts in the field? _____
11. What would you like the school to do about this material?
 Do not assign it to my child.
 Withdraw it from all students, as well as from my child.
 Send it back to the proper department or materials review committee for re-evaluation.
12. In its place, what material on the same subject would you recommend? _____

Signature of Complainant Date _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Additional comments: