

**COMPLAINTS ABOUT CURRICULA OR  
INSTRUCTIONAL MATERIALS**

The Board of Education recognizes the concerns parents may have about certain curricula or instructional materials. The Board recognizes the importance of allowing parents to be involved in the educational process, including their right to object to certain materials. The Superintendent of Schools, subject to Board approval, shall promulgate regulations establishing a complaint procedure.

Cross-Reference: 4510, Instructional Materials

Revised: May 22, 2001

**COMPLAINTS ABOUT CURRICULA OR  
INSTRUCTIONAL MATERIALS REGULATION**

The District has established the following procedures for the handling of any complaints regarding curricula or instructional materials.

1. A complaint shall be submitted in writing to the Superintendent of Schools.
2. At the discretion of the Superintendent, there may be an informal conference between the complainant and the Superintendent.
3. If a complaint is not resolved informally, it shall be submitted to the Review Committee, whose members shall be determined and appointed by the Superintendent. No material shall be removed pending the decision of such committee. The committee shall:
  - a. Read and examine the challenged material(s).
  - b. Consider the specific objections raised to the material(s).
  - c. Weigh the values and faults of the material(s) as a whole.
  - d. Invite the complainant to present his/her concern.
  - e. Consider oral presentations by individuals and groups deemed beneficial to its deliberations, at its discretion.
  - f. Render a decision and forward copies to the Superintendent and the complainant.
4. In the event that the complainant is dissatisfied with the committee's decision, an appeal will lie to the Board of Education.
5. Appeals from the Board's decision shall be made to the Commissioner of Education.
6. Nothing in these regulations shall prohibit a student being excused from such study of health and hygiene as conflicts with the religion of his parents or guardian, provided that the conflict is certified by a proper representative of his or her religion.

Reference: Education Law §§701, 702, 704, 1709, 1711, 3204  
Religious Corporations Law §2

Revised: May 22, 2001

**REQUEST FOR RECONSIDERATION  
OF INSTRUCTIONAL MATERIAL**

Type of Material: \_\_\_\_\_

Title (where applicable): \_\_\_\_\_

Author (where applicable): \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Complaint Represents:**      Self      Organization or other group

1. To what do you object regarding the material in question (*please be specific*)? Give passages and pages if applicable. \_\_\_\_\_  
\_\_\_\_\_

2. What are your concerns regarding the use of this material? \_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you recommend this material be used? \_\_\_\_\_  
\_\_\_\_\_

4. Do you find anything worthwhile in the availability or use of this material? \_\_\_\_\_  
\_\_\_\_\_

5. Did you examine the material in its entirety? If not, what parts, did you examine (*be specific*)? \_\_\_\_\_  
\_\_\_\_\_

6. What do you believe to be the theme and/or purpose of this material? \_\_\_\_\_  
\_\_\_\_\_

7. What would you request the school do about this material? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Request Made

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade Level of Student