

COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS REGULATION

Complaint Procedure concerning textbooks, library materials and other instructional materials:

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material and any other instructional material used in the schools of the Plattsburgh City School District.

1. At the discretion of the Superintendent of Schools, an informal meeting may be held between the complainant and the Superintendent. The Superintendent will then notify the Board of Education of the complaint.
2. If a complaint is not resolved informally the complainant must file a written complaint with the Superintendent on a form provided for this purpose.
3. Any written complaint will be presented to an Instructional Material Review Committee. The membership of the committee, shall consist of: an elementary and secondary principal, a library media specialist, the Associate Superintendent (who shall serve as chair of the committee), and a member of the community. The committee shall:
 - a. read and examine the challenged materials;
 - b. consider the specific objections to the materials voiced by the complainant;
 - c. weigh the values and faults of the material as a whole;
 - d. consider oral presentations made to the committee. The committee will determine whether any oral presentations will be beneficial to its deliberations.
 - e. Where appropriate, solicit advice or opinion from other faculty and staff of the Plattsburgh City School District or other qualified experts.
 - f. Issue a report to the Superintendent containing its recommendations concerning any complaint.
4. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
5. If the complainant is not satisfied with the Superintendent's decision, he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the board for their consideration.

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