

Community Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a complaint, the issues will be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- (1) Teacher
- (2) Principal
- (3) Superintendent
- (4) School Board

Any complaint about school personnel will be investigated by the administration before consideration and action by the Superintendent and Board.

(cf. 1220 - Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)

President's Council, District 25 v. Community School Board No. 25 457
F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)

Policy adopted: July 16, 2007

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

Community Relations

Public Complaints

Complaints Regarding Educational Materials

The Board of Education has established the following guidelines for addressing complaints regarding the utilization of books and other educational materials in the instructional program.

1. A parent and/or legal guardian has the right to request that his/her child not read, view or hear given material provided a written request is made to the appropriate building Principal. No parent and/or legal guardian has the right to determine instructional materials for students other than his/her own children.

2. If there is parental/guardian concern about a particular book or instructional material, the parent will be asked to complete a "Request for Review of Book or Other Instructional Material" form. This request will be reviewed by the teacher giving the assignment, the appropriate department coordinator, and the principal. If a question arises concerning the suitability of a library book or other library material, the same form will be used to register parental concern and the form will be reviewed by the librarian, the appropriate department coordinator, and the Principal. The Principal will discuss the results of the school's review with the Superintendent of Schools and provide an answer giving the school's position to the parent. If the parent is not satisfied with the answer given by the Principal, she/he may appeal to the Board of Education through the Superintendent of Schools.

(cf. 1220 Citizens' Ad Hoc Advisory Committees)

(cf. 5145.2 Freedom of Speech/Expression)

(cf. 6144 Controversial Issues)

(cf. 6161 Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589. 603 (1967)
 President's Council, District 25 v. Community School Board No. 25 457
 F.2d 289 (1972). cert/ denied 409 U.S. 998 (1976)
 Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir.
 1976).
 Board of Education, Island Trees Union Free School District No. 26 v.
 Pico, 457 U.S. 853 (1982).
 Academic Freedom Policy (adopted by Connecticut State Board of
 Education, 9/9/81).
 Connecticut General Statutes
 10-238 Petition for hearing by board of education.

Policy adopted: July 16, 2007

EAST GRANBY PUBLIC SCHOOLS
 East Granby, Connecticut

**East Granby Public Schools
Request for Reconsideration/Complaint Concerning
Instructional/Library Materials**

Title: _____
Author: _____
Publisher/Date of Publication: _____
Request Initialed By: _____
Address/Telephone: _____

Please answer the following questions as completely as possible. If sufficient space is not provided, attach additional pages to which you have affixed your name and address. Thank you.

Have you read/watched the book/material in its entirety? If not, what part?

What do you believe is the theme/purpose of this work? _____

Are you aware of the judgement of this work by critical reviewers? _____

For what age group would you recommend this work? _____

What is good about this book/material? _____

What do you feel might be the result of reading/viewing this work? _____

What do you find objectionable in this work? (Be specific; cite pages) _____

What would you like the district to do about this material?

- Not assign it to my child: (name) _____
- Withdraw it from all students, as well as my child: _____
- Send it to the Review Committee for evaluation: _____

What book of equal literary quality would you recommend in its place? _____

(For consideration of this request, this form must be submitted to the Superintendent's Office within five (5) days of receipt.)

East Granby Public Schools
Parent Request
For Alternate Assignment

Name of Teacher: _____

Class Title: _____

Date of Presentation: _____

Request Initialed By: _____

Name of Child/Student: _____

Address/Telephone: _____

Please answer the following questions as completely as possible. If sufficient space is not provided, attach additional pages to which you have affixed your name and address.

What is your objection? (Please be specific): _____

Have you discussed this request with your child's teacher? (Please note date)

Have you discussed this request with the building principal? (Please note date)

What are the reasons that you were not satisfied with your discussion about this issue with the above personnel? _____

What would you like the Superintendent/Board of Education to do? _____

Signature of Complainant

Date

For consideration of your request, this form must be submitted to the Superintendent's Office with five (5) days of meeting with the Building Principal.

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The Superintendent, the person who made the complaint, or the employee involved may request an executive session of the Board to discuss the complaint. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues.

The Board may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution. After the Board's decision, the usual appeal route pertains.

Any parent, guardian, or other person who insults or abuses any teacher or other employee on school property or in the presence of students may be prosecuted by the district under the provisions of law.

Request for Re-Evaluation of Instructional Materials

The following procedure shall be followed whenever there is a request for the evaluation of instructional material other than textbooks:

1. The Superintendent shall establish an ad hoc review committee broadly representative of:
 - A. Teachers competent in the area of the content covered by the material.
 - B. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.
 - C. A media specialist who shall serve on the review committee.
2. Objections to materials and requests for re-evaluation must be presented in writing on the proper form. Request for Re-Evaluation of Materials forms are available in the office of the Superintendent.
3. Initial action on a written request on the proper form shall be taken no later than fifteen school days after receipt of the request.
4. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate his or her decision to the person requesting the re-evaluation.
5. Should the decision of the Superintendent not satisfy the person requesting the re-evaluation, the Board of Education may hold a special hearing to review the Superintendent's decision.

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Request for Re-Evaluation of Instructional Materials (continued)

6. Once instructional material has been adopted and re-evaluated the material cannot be subject to further review without special approval by the Board of Education. Challenged instructional materials shall remain in use in the schools pending a final decision by the Board of Education.

(cf. 1220 - Citizens, Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Board of Education, Island Trees Union Free School v. Pico*, 457 U.S. 853 (1982).

Keyishian v. Board of Regents, 385 U.S. 589, 603 (1967).

President's Council, District 25 v. Community School Board No. 25, 457 F. 2d 289 (1972), cert. denied 409 U.S. 998 (1976).

Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Community Relations

Complaints Concerning Categorically Funded Programs

Who May File

Any parent of a student enrolled in a categorically funded program, including special education, may file a complaint in written form with the Superintendent alleging a matter, which, if true would constitute a violation of law or regulation governing such program.

Information About The Right To File Complaint

Information notifying the complainant of his or her right to file a complaint and describing the procedures for responding to complaints shall be disseminated to any interested person.

Contents of Complaint

Each person or organization filing a complaint with the Superintendent must specify in written form the details of the complaint(s) together with any relevant facts concerning such complaint.

School District Response

The Superintendent or his/her designee, upon receipt of a complaint, shall investigate the complaint and report the disposition of the complaint to the Board of Education within thirty (30) working days of receipt of the complaint. The complainant shall be provided with a written statement of the disposition of the complaint and relevant reasons for the decision. When it is clear the complainant does not understand English, this information should be conveyed in a language best understood by the complainant.

Referral To Secretary of The State Board of Education

If the complaint issue is not resolved to the satisfaction of the complainant, the Board shall forward to the Secretary of the State Board of Education a copy of the complaint and a report of the investigation procedures and action taken by the district. The report shall include dates, places, and, if possible, copies of documents submitted for review, and summary reports of the discussion and conclusions reached. This report shall be forwarded within ten (10) working days subsequent to the date when the unsatisfied complaint was re-presented to the Board.

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Complaints Concerning Categorically Funded Programs (continued)

Appeal

A copy of the complaint and statement of the investigation procedures and action taken forwarded by the district to the Secretary of the State Board of Education does not constitute an appeal by the complainant(s). In order to appeal the decision of the Board, the complainant must request review by the Secretary in writing. The decision and disposition of the complaint by the Secretary will normally be considered binding on the Board. A copy of the complaint and action taken will be reported by the Secretary of the State Board of Education in accordance with the Code of Federal Regulations, Title 45, Section 11 6.7(b).

Legal Reference: Code of Federal Regulations Title 45, 116.7(b)

121a.602 Adoption of complaint procedure (Education of Handicapped Children)