

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

1420-R

**PUBLIC COMPLAINTS ABOUT
INSTRUCTIONAL MATERIALS**

Complaint regulations concerning textbooks, library material, and other instructional material:

The following regulations shall be employed in handling complaints concerning any textbook, library book or material, and any other instructional material used in District schools.

1. An informal meeting will be held between the complainant and the principal within ten (10) business days.
2. If a complaint is not resolved informally, the complainant must file a written complaint with the Superintendent on a form attached for this purpose.
3. Any written complaint will be presented to the Instructional Material Review Committee. The Superintendent shall appoint the members of the Review Committee and shall consist of:
 - A member of the Board of Education
 - An elementary or secondary building principal, as appropriate, who was not involved in the original complaint
 - An elementary or secondary classroom teacher, as appropriate, who was not involved in the original complaint
 - A school librarian, as appropriate, who was not involved in the original complaint
 - A parent whose children presently attend the Rye City School District who was not involved in the original complaint
 - The Assistant Superintendent for Curriculum, Instruction and Assessment (chairperson)
 - Community Member

The committee shall:

- a. Read and examine the challenged materials;
- b. Consider the specific objections to the material voiced by the complainant;
- c. Weigh the strengths and weaknesses 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 district faculty and staff and/or legal counsel; and
- f. Issue a report to the Superintendent containing its recommendations concerning

any complaint within ten (10) business days following the final meeting of the Instructional Materials Review Committee.

4. The Superintendent shall review the report of the committee, make a decision, and notify the complainant and appropriate staff within ten (10) business days of receipt of the Instructional Review Committee's Report.
5. If the complainant is not satisfied with the Superintendent's decision, he/she may refer the complaint to the Board within 10 days of their receipt of the Superintendent's notification. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration at the next regularly scheduled meeting of the Board of Education. The decision of the Board shall be final.

Adoption Date: 11/2/99

Date of acknowledgement by the Board of Education: July 1, 2015

Rye City School District

REQUEST FOR REEVALUTION OF INSTRUCTIONAL MATERIALS

Request initiated by _____

Date _____ Telephone _____

Address _____

Complaint represents: Self _____

Group (name) _____

TITLE: _____

AUTHOR: _____

Publisher or Producer: _____

Publisher's recommended grade level: _____

Print Media _____ Digital Media (please specify format) _____ other _____

1. Have you read/heard/seen the material in its entirety? _____
2. To what do you specifically object? Please cite specific passages, pages, etc. _____

3. Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both? _____

4. Please state the rationale for your objection. _____

5. What would you suggest as alternative work to support the stated educational purpose? _____

6. Please confirm your willingness to briefly address the Instructional Materials Review Committee if requested. _____

Signature

Date