

# **REGULATION**

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## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 6161.2**

### COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

Complaints or grievances relating to instructional materials such as textbooks, library books, reference works and other instructional aids used in the district, the following procedures shall be followed:

1. Complaints or grievances shall be submitted in writing and include:
  - a. Author;
  - b. Title;
  - c. Publisher;
  - d. Sections objected to, by page and item;
  - e. Reasons for objection;
  - f. In what school and class the material was used; and
  - g. How the material was used.
2. Written complaints or grievances shall be submitted to the chief school administrator.
3. The chief school administrator shall advise the board of any complaint.
4. The chief school administrator shall appoint appropriate staff to a review committee for the investigation of the issue.
5. The chief school administrator shall be an ex-officio member of the committee.

### Review Committee

The appointed review committee, in evaluating the questioned materials, shall be guided by the following criteria:

1. The appropriateness of the material for the age and maturity level of the pupils with whom it is being used;
2. The accuracy of the material;
3. The objectivity of the material;
4. The use being made of the material.

### General Procedures

1. The material in question shall not be withdrawn from use pending the committee's decision.
2. The committee's decision shall be reported to the chief school administrator in writing within 15 days following the formation of the committee.

3. The chief school administrator will advise the complainant in writing of the committee's decision, and advise the board of the action taken or recommended.
4. The complainant may appeal this decision to the board through a written request to the chief school administrator, who shall forward the request and all written material relating to the matter to the board.

#### Appeals

1. The board shall review the case at a regular meeting of the board with a majority of members present.
2. As appropriate, and when not infringing on the privacy of any individuals, the person or group having registered a complaint about district programs, operations, or instructional materials, to briefly summarize the complaint/grievance during the normal public participation time of the regular board meeting so that the matter becomes a part of the board minutes, the official public record.
3. The board shall advise the complainant in writing of its decision within 15 days.

These regulations shall no way change or amend those procedures which are specified by Tenure Employees Hearing Act of provisions of the collective bargaining agreement. The procedures shall follow those which are required by law or contract.

Date Adopted: 3/12/12