

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 3 – CURRICULUM AND INSTRUCTION File: 3-29 Complaints Regarding Educational Materials</p>	<p>Last Reviewed: 8-9-10 Next Review: 7-1-12</p>
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It is the intent of the Board to provide a process whereby members of the community may call to the attention of the staff and the board those educational materials that the individual or group deems objectionable. The board will consider objections to educational material only in the manner set forth in this policy.

A review committee consisting of the School Improvement Council or designated review committee appointed by the Superintendent shall review, upon written request, educational materials deemed objectionable by an individual or group within the county.

The review committee shall evaluate challenged material in terms of the original criteria for selection. The complainants shall be invited to present their views in person to the committee. After having reached a decision, the committee shall submit to the Superintendent a written report from the majority, and where desirable, from the minority. The Superintendent shall present the committee report or reports to the board for consideration and action.

Complaint Procedures

If a member or members of the community make a complaint about specific books or materials used in the Preston County Public Schools, the following procedures shall be followed:

- ❖ The person receiving the complaint will:
 - Be courteous, but make no commitments;
 - Inform the complainant that s/he has the right to file a formal complaint on a form available from the principal’s office; and
 - Inform the principal of the complaint.
- ❖ The principal will:
 - Give the complainant the form for filing a complaint; and
 - Upon receipt of the written complaint and with the exception of adopted textbooks, may temporarily withdraw the material from use pending a decision.
- ❖ The principal and the staff members using the material will:
 - Examine the material being questioned. (Including Internet and other materials available electronically);
 - Check the general acceptance of the material by reading reviews or by other appropriate means;
 - Weigh the values and shortcomings of the questioned material against each other and form opinions based on the material as a whole and not on passages pulled out of context; and

- Meet with the complainant to discuss his/her concerns.
 - Following the meeting with the complainant, prepare a report, including the instructional merits of the material, its instructional shortcomings, and recommendations for the resolution of the complainant's concerns;
 - Meet with the complainant a second time to discuss the faculty's recommendations for alleviating his/her concerns; and then
 - Submit a copy of the written objections, copy of the report on the material and a report of the results of the conference with the complainant to the Administrative Assistant to the Superintendent.
- ❖ The Administrative Assistant to the Superintendent will review the report from the principal. If the complainant has accepted the recommendations of the principal, the report will be forwarded to the Superintendent as a matter of information. If the complaint has not been resolved, the Administrative Assistant will:
- Select, convene, and chair a committee composed of the following:
 - Two principals
 - Two teachers
 - Two parents
 - A member of the local clergy
 - Two students (if appropriate)
 - The membership should include the person(s) who were responsible for the original selection of the material.
 - The Administrative Assistant shall be a nonvoting ex officio member of the committee.
 - This committee will examine the disputed material, review the written complaint and the principal's report, and will submit a recommendation for resolution of the dispute.
 - The Administrative Assistant will prepare a report for the Superintendent based upon the recommendation of the committee.
- ❖ The Superintendent will:
- Review the written complaint and the reports submitted to him/her; and then
 - Submit the complaint along with his/her recommendations to the Board of Education.
- ❖ The Board of Education will:
- Take final action regarding the complaint; and
 - Inform the complainant and the principal in writing of the action taken.

[Home](#)

Adopted: August 9, 1995
Amended/Revised: