

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION
ST. ALBANS CITY, ST. ALBANS TOWN, FAIRFIELD,
BELLOWS FREE ACADEMY HIGH SCHOOL DISTRICT #48,
AND NORTHWEST TECHNICAL CENTER**

CODE G6

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Policy

It is the policy of the Franklin Central Supervisory Union to provide for fair and impartial review of any complaint about instructional materials used.

Procedures

1. The Principal/Tech Director (Superintendent) will develop procedures to implement this policy.
2. All complaints will be reported to the Principal/Tech Director, whether received by telephone, letter, or in personal conversation.
3. The Principal/Tech Director or his or her designated representative will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the School District and/or the library media center.
4. If the complaint is not resolved informally, the complainant will make a formal request for reconsideration and will be supplied with a standard printed form which will be completed and returned before consideration will be given to the complaint.
5. If the formal request for reconsideration has not been received by the Principal/Tech Director within two weeks, the issue will be considered closed. If the request is returned, the reasons for selection of the specific work shall be explained by the appropriate staff.
6. In accordance with this policy statement, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, the teacher may, at the request of a parent, make an alternative assignment for an individual student.
7. Upon receipt of a completed objection form, the Principal/Tech Director will follow the procedures accompanying this policy.

Appeal

If the complainant is dissatisfied with the outcome of the review of the complaint, he or she may ask to have the complaint heard by the School Board.

	Fairfield	Town	City	FCSU	BFA
1 st Reading	02/13/06	02/08/06	03/09/06	02/16/06	02/07/06
Date Warned:	03/13/06	02/27/06	03/30/06	04/06/06	03/20/06
Date Adopted:	03/27/06	03/08/06	04/13/06	04/20/06	04/04/06

Legal Reference(s): 16 V.S.A. §563 (14) (Powers of school boards)

CODE G6 - R
PROCEDURES FOR HANDLING COMPLAINTS ABOUT
INSTRUCTIONAL MATERIALS

1. Upon receipt of a completed objection form, the Principal/Tech Director in the building involved will call together a committee of five to consider the complaint. This committee will consist of the curriculum director and from the school involved, the Principal/Tech Director, the library media center director, a teacher, and a parent representative.
2. Within 10 days, the committee will meet to discuss the material and within 10 days thereafter will prepare a report on the material containing its recommendations on the disposition of the matter.
3. The Principal/Tech Director will send a formal report and recommendation to the Superintendent. The Principal/Tech Director will explain the materials selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee recommends that the work that caused the complaint be kept, and the Superintendent concurs, the complainant will be given an explanation. If the Superintendent does not concur, or the complaint is found to be valid, the Principal/Tech Director will make recommended changes and notify the complainant.
4. If the complainant desires to pursue the complaint further, he or she must inform the Superintendent in writing within 10 days. The Superintendent shall arrange for a special Board meeting within 10 days of receiving the written request from the complainant or place the matter on the agenda of the next regularly scheduled Board meeting. The Board shall render a final decision in writing within 10 days of hearing the appeal and so inform the complainant.