

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS REGULATION

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material, and any other instructional material used in Bethlehem Central School District (the District) schools.

1. When a person has a complaint concerning a textbook, library book, or other instructional material and protests its use in class or its availability in a school library, the principal shall hold an informal meeting with the complainant and the teacher, librarian, or other staff member who is using or providing the book or material. At this meeting, the complainant will be asked to make clear his or her objections to the material; the teacher or librarian will be asked to explain the educational value of the material.
2. If the complaint is not resolved informally, the complainant may file a formal written complaint with the superintendent.
3. Upon receiving a formal written complaint, the superintendent shall designate an Instructional Review Committee, consisting of the District's assistant superintendent, building principal, department supervisor and a teacher to examine the challenged material.
4. 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 values and faults of the material as a whole;
 - d. consider written or oral presentations made to the committee, if any;
 - e. where appropriate, solicit advice or opinion from other District faculty and/or relevant professional organizations such as the American Library Association, the National Council of Teachers of English, and the National Council of Social Studies Teachers; and
 - f. submit a report to the superintendent containing its recommendations concerning any complaint.
1. The superintendent shall review the report of the committee, make a decision, and notify the complainant and appropriate staff.
2. If the complainant is not satisfied with the superintendent's decision, he/she may refer the complaint to the Board of Education (the Board). The superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration. The final decision shall be made by the Board.

Adoption date: October 19, 2011

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