



1310.2: COMPLAINTS: INSTRUCTIONAL MATERIALS

The following procedures have been established to provide a system for receiving, considering and acting upon complaints regarding instructional materials used by the District. In carrying out these procedures in a professional and efficient manner, written records will be developed, maintained and documented at each level of the procedure.

1. In the interest of establishing communications with, and providing information for, the party who has a question or concern about materials utilized by the school(s), a complaint form must be obtained from, and returned to, the building where the material is being utilized.
2. Forms for requesting exclusion of a student from curriculum materials or courses or the exclusion of a given book, instructional unit/course or literary work from use in a building or within the District include:
 - Form A-1: Parent/Guardian Request for Student Exclusion from a Given Book, Instructional Unit or Literary Work
 - Form A-2: Parent/Guardian Request for Student Exclusion from a Course
 - Form B-1: Citizen Request for Consideration of Print and Non-Print Materials
 - Form B-2: Parent/Guardian Request for Reconsideration of a Current Course Offering

3. Upon request for a complaint form, the building principal shall immediately address the concerns and/or questions by scheduling an initial conference between the individual with the concern and the teacher utilizing the resource, thereby providing an opportunity for an explanation of how the material is being utilized in the program. If it is determined that the concerned party is seeking only his/her student's exclusion from specific instructional materials and desires alternative resources (Form A-1), the student may be excused from using those items challenged, as provided in District Rule 6810.2 and shall be assigned to educational activities or resources which are as near as reasonably possible to the educational outcomes of the educational materials from which the student is excused.
4. If, following the initial conference, the concerned party so chooses to pursue the formal complaint procedure, Form B-1 shall be provided to the complainant. The questions on Form B-1 should be answered as completely as possible. It must be signed and the complaint must be identified in such a way that a proper reply will be possible. Form B-1 must then be returned to the principal from whom it was obtained.
5. Upon receipt of the completed complaint form, the principal will immediately schedule a formal teacher/principal/complainant conference at which the concerns and/or questions of the complainant will be addressed. Due to the importance of resolving the concern at the building level, this conference is essential. Failure of the complainant to participate in a formal conference will result in the discontinuance of the complaint procedure.

6. The building principal will notify the Associate Superintendent for Educational Services of any failure to resolve issues or concerns. The Associate Superintendent for Educational Services will determine whether the complaint should be considered a building or a District issue and whether a building or a District review committee should be activated to re-evaluate the materials. The use of challenged material by class, school, or District shall not be restricted until final disposition has been made by the appropriate review committee, but individuals may be excused from using challenged materials.
7. If deemed appropriate, a building review committee will be established within ten (10) school days of the notification of the Associate Superintendent for Educational Services of the failure to resolve the issue except in those instances where the complaint is received late in the school year and adequate time and staff are not available for conducting a thorough study. In those instances, the complainant will be notified and the complaint will receive immediate consideration dependent upon the availability of staff and data for committee deliberation.
8. If the issues or concerns are of District-wide significance, a District review committee will be established within ten (10) school days of the notification of the Associate Superintendent for Educational Services of the failure to resolve the issue except in those instances where the complaint is received late in the school year and adequate time and staff are not available for conducting a thorough study. In those instances, the complainant will be notified and the complaint will receive immediate consideration dependent upon the availability of staff and data for committee deliberation.
9. In the deliberations of the challenged materials, the review committee shall consider the educational philosophy of the District, the professional opinions of other teachers of the same subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant.

10. The findings of the building review committee and/or the District review committee shall be a matter of written record and transmitted to the Superintendent and the Associate Superintendent for Educational Services who will determine how interested parties shall be notified. The decision, based on the findings, will be communicated to the complainant no later than thirty (30) school days from the initiation of the review committee procedure except in those instances where more extensive study is warranted.

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August 15, 1977

March 16, 1998

February 17, 2003

January 21, 2013

January 21, 2019

Related Policies and Rules

[1310: Complaints: School Personnel / Instructional Materials](#)

[1310.1: Complaints: School Personnel](#)

[1125: Communication with the Board of Education](#)

[6810.2: Curriculum - Request for Exclusion](#)

Legal Reference

Neb. Rev. Stat. §79-526