

PROCEDURES FOR OBJECTION TO CURRICULUM TOPIC OR MATERIAL

Persons who object to RSU 19's selection materials and who wish a particular item to be reviewed must follow the following procedure:

1. If a person has a question or objection to curriculum topic(s) or materials, they should first address the concern with the classroom teacher.
2. If not satisfied with the results of this meeting, the person must submit a parent's objection to curriculum topic or material form to the building principal. Forms are available in the principals' office.
3. The principal, upon receipt of the form, will notify the complainant to set up a meeting with the principal, classroom teacher, and the complainant to address these concerns and document this in writing.
4. If unable to reach a mutually agreed upon compromise, the principal will appoint a review committee comprised of the building principal, a faculty member, community member, board member, and a central office representative (either curriculum coordinator or district library/media specialist) for further study.
5. The committee will review the complaint and submit a written report and recommendation to the principal within thirty (30) working days from the date of the original submission of the form to the principal. This report will be forwarded to the complainant and the Superintendent of Schools.
6. Complainants who are dissatisfied may file a written request for review by the Superintendent of Schools within ten (10) working days from the date the complainant received the committee's written report.
7. The Superintendent of Schools will render a decision within fourteen (14) working days of the receipt of the complainant's request.
8. If the complainant does not accept the Superintendent's decision, the complainant has five (5) working days from the receipt of the Superintendent's decision to request, in writing, review by the RSU 19 Board of Directors.
9. The Board of Directors will have thirty (30) working days, from the receipt of the written request, in which to review and render a decision. The decision of the Board of Directors of RSU 19 will be final.

During the investigation, the materials will remain in use.

All decisions are to be forwarded to the complainant by certified, return receipt mail.

Working days are defined as days when the RSU 19 Central Office is open.