

The BOCES recognizes that members of the public may have a concern about the instructional materials being used by teachers or curriculum of the BOCES. If a member of the public has such a concern, he or she may raise that concern through the following procedure.

Any concern of a community member, should be explained in writing and presented to the Supervisor or Director of the teacher(s) or program it involves. The Supervisor or Director should respond in writing within 30 days with a copy to the District Superintendent. If deemed appropriate by the Supervisor or Director he or she may request a meeting with the individual bringing the complaint prior to writing the response. If the individual is not satisfied with the Supervisor/Director's response, the written complaint can be sent to the District Superintendent including the Supervisor/Director's response.

The District Superintendent may appoint a committee of teachers and administrators to review the complaint. The committee, if established, will review the complaint and make a recommendation to the District Superintendent. The District Superintendent will notify the complainant of his decision. If the complaint is not satisfied with the District Superintendent's decision, the complaint can be appealed to the Board for final disposition.

In addition to his own determination, the District Superintendent will provide the Board with committee's recommendation (if one was convened). The Board's decision will be final. The District Superintendent will notify the complainant and all affected staff members of the decision.

**Cross ref:** 6011, Curricula and Instructional Materials  
**Approved:** September 15, 1999