



Lincoln Public Schools
Lincoln, MA 01773

DRAFT ~~9/30/2016~~10/13/16

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Despite care taken to select materials that are needed and appropriate for use in the Lincoln Public Schools, objections to a selection may be made by the resident public. Any resident citizen or parent or guardian of a student may make a complaint regarding educational materials used in the schools. When a citizen disagrees with the content of particular material in the schools, a meeting will be held with the appropriate school personnel and/or the Principal with the purpose in mind of concluding, to the satisfaction of all concerned, the disagreement, in an amicable manner. All objections to materials should be settled informally, if possible. If at the conclusion of this informal meeting, the complainant is not satisfied, and still believes that it does not belong in the school, then the complainant will follow the procedure followed below.

The following procedure shall be followed whenever there is a formal request for the evaluation of material.

- 1.0 Complainant files a written request for evaluation of challenged educational materials with the Superintendent of Schools.
- 2.0 The challenged materials will remain in use in the school pending final decision.
- 3.0 The Superintendent shall establish a Materials Review Committee with broad representation:
 - 3.1 A teacher competent in the area of content covered by the material but not involved in the use of the material in question.
 - 3.2 Administrators, directors, and supervisors appropriate to the level and/or subject for which the material is used.
 - 3.3 A library media specialist shall serve on the review committee.
 - 3.4 A member of the School Committee.
 - 3.5 A member of the community not involved in the challenge of the material.
- 4.0 Superintendent refers the challenge to the Materials Review Committee.
- 5.0 The Materials Review Committee action on a written request shall be taken no later than fifteen (15) school days after receipt of the request.
- 6.0 A written report of the recommendation from the Materials Review Committee shall be submitted to the Superintendent no later than twenty (20) school days after the receipt of the written request for evaluation of challenged educational materials. The Superintendent shall then communicate a decision regarding the materials to the complainant within ten (10) school days.
- 7.0 Should the decision of the Superintendent not satisfy the person requesting the evaluation, said person shall have five (5) school days to submit a written request for a hearing to appeal the Superintendent's decision to the School Committee.
- 8.0 The School Committee shall review the Superintendent's decision within twenty (20) school days of the receipt of the written request.
- 9.0 The School Committee will have five (5) school days following the hearing to respond in writing to the complainant.



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~~—The administration and the School Committee recognize the rights of parents to request that their own child abstain from the use of particular educational materials. Provided a written request is made to the school principal, alternative material will be assigned if available. The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school district's educational philosophy and goals.~~

~~The School Committee has adopted the following guidelines for addressing concerns raised regarding curriculum and instructional materials:~~

- ~~0. No parent, group of parents, or other citizen has the right to determine curriculum or instructional materials for students other than their own children.~~
- ~~0. The School Committee recognizes the right of individual parents to request that their child not have to read a given book or other materials provided a written request is made to the appropriate school principal. Provided the request is timely, alternative material will be assigned if available.~~
- ~~0. The School Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a re-evaluation of certain material may be desirable. Should an individual or group ask to have any curriculum or instructional material withdrawn from school use:
 - ~~a. The person who objects to the curriculum or instructional material will be asked to submit a written complaint to the school principal that documents the concern and includes contact information and signature.~~
 - ~~b. Following receipt of the written complaint, the Superintendent or designee will review the materials in question using the criteria established in policy IJ, Instructional Materials to determine whether a re-evaluation of the materials is warranted. If a re-evaluation of materials is warranted, the Superintendent will form a review committee from among the faculty and administration to consider the complaint.~~
 - ~~c. The Superintendent will review the complaint and the committee's re-evaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, the complainant may appeal it to the School Committee.~~~~
- ~~2. The final decision for controversial curriculum or instructional materials shall rest with the School Committee.~~

~~In summary, the School Committee assumes final responsibility for all curriculum and instructional materials made available to students; it holds the professional staff of the~~



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~~school-district accountable for their proper selection. It recognizes the rights of individual parents with respect to controversial materials used by their own children; and it will provide for the possible re-evaluation of materials in classrooms and library collections upon written request. In addition, students' rights to learn and the freedom of teachers to teach will be respected.~~

LEGAL REFS.: M.G.L. c.76:5

CROSS REFS.: IJ, Instructional Materials

Resources: Wayland Public Schools, Policy KEC
Weston Public Schools, Policy KEC
[Abbingtion Public Schools, Policy KEC](#)

Adopted at School Committee Meeting of _____