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**General Complaint Procedures.** Complaints and grievances shall be handled and resolved as close to their origin as possible.

Although no member of the community shall be denied the right to petition the Board for redress of a grievance, complaints shall be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher.
2. Principal.
3. Superintendent.
4. Board.

**Complaints Regarding Educational Materials.** The Board has established the following guidelines for addressing complaints regarding the utilization of books and other educational materials in the instructional program.

1. A parent and/or legal guardian has the right to request that his/her child not read, view or hear given material provided a written request is made to the Principal. No parent and/or legal guardian has the right to determine instructional material for students other than his/her own child.
2. If there is parent/guardian concern about a particular book or instructional material, the parent will be asked to complete a "Request for Review of Book or Other Instructional Material" form. This request will be reviewed by the teacher giving the assignment and the Principal. If a question arises concerning the suitability of a library book or other library material, the same form will be used to register parent/guardian concerns and the form will be reviewed by the Botelle librarian and the Principal. The Principal will discuss the results of Botelle's review with the Superintendent and provide an answer giving Botelle's position to the parent/guardian. If the parent/guardian is not satisfied with the answer given by the Principal, he/she may appeal to the Board through the Superintendent.

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**Legal Reference:**    Keyishian v. Board of Regents, 385 U.S. 589, 603 (1967).  
                              President's Council, District 25 v. Community School Board No. 25, 457 F.2d 289  
                              (1972).  
                              Minarcini v. Strongsville City School District, 541 F.2d 577 (6th Cir. 1976)  
                              Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457  
                              U.S. 853 (1982).  
                              Academic Freedom Policy (adopted by Connecticut State Board of Education  
                              (9/9/81).  
                              Connecticut General Statutes  
                              10-238 Petition for hearing by board of education.

**Board Adopted: November 13, 2013**