

General Complaint Procedure

Subscribing Districts: Region 1 School District, Canaan School District, Kent School District, North Canaan School District, Salisbury School District, Sharon School District

The Region 1 Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Such complaints shall be addressed and resolved as close to their origin of concern as possible.

While members of the community have a right to petition the Board of Education for redress to a grievance, complaints will be referred back through the appropriate administrative channels for a solution. Exceptions will be made when the complaint directly concerns Board actions or operations.

The proper channel of complaints on matters related to discipline, instruction, or instructional materials should begin with the teacher. If the complaint is not resolved at that level, it can proceed to the department supervisor, Principal, Superintendent, and finally to the full Board.

Complaint Regarding Library Books or Instructional Materials

The Board of Education has established the following procedures for addressing complaints regarding the utilization of books and other educational materials:

1. A parent/legal guardian may request that his/her/their child not read, view, or hear the provided material. Such a request must be made in writing to the child's Principal. No parent/legal guardian has the right to determine such restrictions for other students.
2. A parent/legal guardian with a concern about a book or instructional material will be asked to complete a "Request for Review of Book or Other Instructional Material" form.
 1. This request will be reviewed by the teacher giving the assignment, the appropriate department supervisor, and the school Principal.
 2. A request regarding a library book or material will be reviewed by the librarian, the appropriate department supervisor, and the school Principal.
 3. The Principal may appoint a review committee, to include teachers with experience and knowledge related to the concern expressed.
 4. The Principal will discuss the results of the review with the Superintendent and provide an answer, giving the school's position to the person lodging the complaint.
 5. If the complainant is not satisfied with the outcome of the review, he/she/they may appeal to the Board of Education through the Superintendent of Schools.

(cf. [5145.2 - Freedom of Speech/Expression](#))

(cf. [6144 - Controversial Issues](#))

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), cert. denied 409 U.S. 998 (1976)

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.

Policy Adopted: 6/3/2024

Added subscribing districts 9/2025: **Subscribing Districts:** Region 1 School District, Canaan School District, Kent School District, North Canaan School District, Salisbury School District, Sharon School District

Region 1 School District

Request for Reconsideration of Instructional Materials

Title _____

Author _____ Publisher _____

Request initiated by _____

The concerning material was located in or obtained from (circle one):

Library Classroom

If classroom: Grade level _____

Course Name _____

Teacher/Staff _____

The questionable material was:

- ☐ Required of all students in a class.
 - ☐ Required supplemental reading.
 - ☐ Recommended reading from an assigned list.
 - ☐ Recommended by the librarian or staff member.
 - ☐ Independently selected by the student.
 - ☐ Other, please specify _____
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The material is best described as a:

- ☐ Book
- ☐ Video or Online Content
- ☐ Periodical/Magazine
- ☐ Technology Related Program
- ☐ Other Media. Please specify _____

Please answer the following questions:

1. Did you read, view, or listen to the entire work? If not, what parts did you examine?

2. In what specific ways do you think this work is inappropriate for students?

3. What have you been told about the instructional purpose of this material?

4. What do you believe is the theme or purpose of this material?

5. What age group would you recommend this material?

6. Are you aware of the judgment of this work by literary critics and/or professional educators/organizations?

7. What are the valuable aspects of this material?

8. What do you feel may be the results of students reading, listening to, or viewing this material?

9. What work/material of equal or superior value would you recommend to replace the one in question?

10. What would you like the school to do regarding this book/material (please circle)?

Do not assign it to my child.

Withdraw it from circulation.

Re-evaluate its use or availability in the school.