

**PUBLIC COMPLAINTS ABOUT OTHER MATERIALS
(Other Than Curriculum or Instructional Materials)**

Any citizen who wishes to request reconsideration of use of other material must make such a request in writing on forms provided through the building principals.

Every school shall have a committee of teachers, students, parents, and other appropriate representatives from the community organized to consider any complaints against any material used by the school. Such committee shall be appointed by the local school principal. The purpose of the committee shall be to review the complaint, examine the material, discuss the use and purpose of the material, and make a recommendation to the building principal, who is to consider the recommendation before making a decision regarding the matter.

If the decision at the building level is unfavorable to the complaining party, appeal may be made to the superintendent who will refer the matter to a county committee consisting of administrators, teachers, students, parents, and other appropriate representatives from the community. This committee shall be determined by the superintendent of schools of the county. The county committee shall make a recommendation to the superintendent of schools of the county. The county committee shall make a recommendation to the superintendent of schools for a decision.

Notwithstanding the provisions above, if the building principal determines the matter to be a county wide matter or a matter that is not unique to the local school, he may refer the matter to the county level directly.

All decisions shall be documented and submitted to the complaining party with copies maintained at the local school level and with the superintendent's office.

All lower level decisions shall be reviewed before a decision is rendered at a higher level.

(Use same forms as Citizens Appeal Form-KL-1)

Addendum Adopted: Monroe County Board of Education - 12/5/88