

**POSTING PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR
INSTRUCTIONAL MATERIALS PROCEDURE**

The Laconia School Board believes that any citizen who challenges the educational value or appropriateness of any textbook or piece of educational material should observe the following guidelines when pursuing their concerns with District school personnel:

- Complete Form KEC-E, REQUEST FOR RECONSIDERATION OF A TEXT OR OTHER INSTRUCTIONAL MATERIAL, available from the Superintendent's office or the building Principal's office.
- Discuss their concerns with the building Principal after filling out the appropriate form which identifies the book or material and provides the citizen a place to state his/her criticism(s). The Principal will invite any teachers/supervisors he or she deems necessary for a fruitful discussion of the matter with the citizen.
- The Principal will then advise the citizen, as soon as possible, of his or her decision concerning the validity of the citizen's complaint. If the citizen informs the Principal that their complaint has not been satisfied, the Principal will then arrange for a conference between the citizen, Principal and the Superintendent. The Principal will deliver all related/supportiveness to the Superintendent at least three days prior to the conference.
- As soon after the meeting as possible, the Superintendent will forward his or her assessment of the validity of the complaint, in writing, to the citizen. If the citizen still does not feel that the complaint has been satisfied, he may request a meeting with the Board of Education by either contacting the Chairperson of the School Board directly or through the Superintendent. The matter will then be considered by the School Board in a conference with the citizen, the Superintendent, and the building Principal.
- The Board, or its designated sub-committee, will then communicate its decision to the citizen. If the citizen does not accept the Board's findings, then the citizen may request that the Board hold a public hearing on the matter.
- After the public hearing, the Board will convey its decision to the citizen and that decision shall be final.

Adopted: September 12, 1977