

## Instruction

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS**

Complaints must be submitted in writing to the Superintendent/Building Principal on the Citizen's Request For Re-Evaluation of Instructional Materials (Form #8330F) provided for this purpose by the Mount Pleasant Cottage School Union Free School District or in a signed statement containing the following information:

- 1) Name and address of the complainant, if acting as an individual.
- 2) If complaint is made by an organization, the name and address of the individual complainant and of the organization he/she represents and a statement of the complainant's position in the organization.
- 3) Title, author, publisher, copyright date, and page(s) on which the alleged unsuitable material appears.
- 4) Quotations of the alleged unsuitable material with a clear statement of the writer's objections to the material.

Upon receipt of the complaint form, the Building Principal (who will notify the Superintendent of such complaint if the Superintendent has not previously received the information) will review the complaint with the school librarian and/or resource staff members and submit his/her findings and disposition in writing to the complainant. A copy of such findings will be sent to the Superintendent of Schools. Until a decision has been made, the book or materials shall remain in circulation.

Appeal by the complainant as a result of the decision by the Building Principal will be submitted in writing to the Superintendent of Schools. The Superintendent shall appoint a Special Review Committee composed of the school librarian, at least three (3) professional staff competent in the questioned field, and three (3) District residents. The Special Review Committee in its determinations will consider the source, purpose, and use of the material in question. After due deliberation, the Special Review Committee shall submit necessary data and/or materials and a report of its findings in writing to the Superintendent of Schools. The report need not be unanimous and may be composed of separate majority and minority reports. Appeals from this recommendation submitted by the Special Review Committee may be made through the Superintendent of Schools to the Board of Education.