

Community Relations

Public Complaints

In order to resolve complaints or concerns as quickly and fairly as possible, any parent/guardian or other Ledyard resident who has a concern or complaint about the decisions or activities of a staff member shall first discuss it with that staff member. Complaints or concerns about the Administration shall first be discussed with an appropriate member of the Administration. A parent, guardian, or other Ledyard resident with a complaint or concern about the decisions or activities of the Board may request that a Board meeting be held to discuss the matter. Whether or not such a meeting is held is wholly within the Board's discretion.

If a discussion with the staff member is held and does not resolve the complaint, the complainant may discuss the matter with the staff member's supervisor.

If a discussion with the staff member's supervisor is held and does not resolve the complaint, the complainant may request a meeting with the appropriate building administrator. If the discussion with the building administrator does not resolve the complaint, the complainant may request a meeting with the Superintendent. In the case of a complaint concerning the Administration, if a discussion is held with an appropriate member of the Administration and does not resolve the complaint, the complainant may request a meeting with the Superintendent. Each request for a meeting with the Superintendent shall be made in writing and shall include a detailed description of the complaint, the redress requested, and efforts made to resolve it to date.

The Superintendent shall schedule a meeting with the complainant as soon as practical. In the case of a complaint concerning a staff member, the meeting may, as determined by the Superintendent, include the staff member against whom the complaint is lodged and the staff member's supervisor. In the case of a complaint concerning the Administration, the meeting may, as determined by the Superintendent, include appropriate member(s) of the Administration.

After meeting with the Superintendent and following any investigation he or she feels necessary, the Superintendent shall render a decision to the complainant in writing within 10 working days. If the complainant disagrees with the Superintendent's written decision, the complainant has 10 days to request a hearing before the Board.

The Superintendent may also request that a Board meeting be held to discuss the complaint. Whether or not such a meeting is held is wholly within the Board's discretion. Such meeting may be held in executive session in accordance with the provisions of the Connecticut Freedom of Information Act.

No one shall insult or abuse any student or Board employee. Individuals in violation of this provision may be subject to criminal prosecution or civil penalties.

Request For Re-Evaluation of Instructional Materials

The following procedure shall be followed whenever there is a request for the re-evaluation of instructional material other than textbooks:

1. The Superintendent shall establish an ad hoc review committee including a media specialist and

- A. Assistant Superintendent

- B. Teachers competent in the area of the content covered by the material.

C. Administrators, directors, and supervisors appropriate to the level and/or subject for which material is used.

2. Objections to materials and requests for re-evaluation must be presented in writing on the proper form. Request for Re-Evaluation of Materials forms are available in the Office of the Superintendent. See attached form.

3. Initial action on a written request on the proper form shall be taken no later than fifteen school days after receipt of the request.

4. A written report from the review committee shall be submitted to the Superintendent. The Superintendent shall then communicate his or her decision to the person requesting the re-evaluation.

5. Should the decision of the Superintendent not satisfy the person requesting the re-evaluation, the Board of Education may hold a special hearing to review the Superintendent's decision.

6. Once instructional material has been adopted and re-evaluated the material cannot be subject to further review without special approval by the Board of Education. In the event that the Board of Education approves another re-evaluation, the procedure outlined above will be followed. Challenged instructional materials shall remain in use in the schools pending a final decision by the Board of Education.

(cf. 1220 - Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

(cf. 6161.1 - Media Selection)

(cf. 9322 - Public and Executive Sessions)

Legal Reference:

Board of Education, Island Trees Union Free School v. Pico, 457 U.S. 853 (1982).

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).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Connecticut General Statutes

1-18a Definitions.

1-19 Access to public records. Exempt records.

1-21 Meetings of government agencies to be public.

10-238 Petition for hearing by board of education.

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LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut