

## **COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

**(BP 1312.2)**

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaints will be resolved if possible in a conference between the principal, teacher and individual(s) making the complaint. If the complaint is not resolved in this manner, a request for a review may be initiated.

The complaint must be presented in writing to the principal using the appropriate form. Complaints regarding printed material must name the author, title and publisher, and identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper replay will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school or the district, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a written complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Assistant Superintendent, Instruction, and the teacher(s) involved of the complaint.

The use of challenged material by class, school or district shall not be restricted until final disposition has been made by the appropriate review committee.

A review committee appointed by the Assistant Superintendent, Instruction, shall be formed to review the complaint. It shall be composed of representatives. The committee shall include representatives from (a) the district staff, (b) the administrative staff of the school involved; (c) the teaching staff; (d) parents/guardians; and (e) any other areas the Assistant Superintendent, Instruction, may designate. During this review, discussion of the controversial issue shall not be placed on the agenda of a Governing Board meeting.

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In deliberating challenged materials, the review committee shall consider the educational philosophy of the district; the professional opinions of other teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials; and the objections of the complainant.

Any teacher involved with procedures or materials under review may discuss these with the committee and be given the opportunity to express his/her professional opinion.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The review committee shall summarize its findings in a written report and submit it to the Assistant Superintendent, Instruction, for final action. The Superintendent or designee shall notify the complainant of his/her decision after the committee completes its report.

### **Appeal**

If the complainant is not satisfied with the report and recommendation of the Review Committee, the complainant may appeal in writing to the Superintendent or the Superintendent's designee. The complainant will receive a written response from the Superintendent after receipt of the written complaint.

If the complainant is not satisfied with the Superintendent's recommendation, a written request to appeal the decision to the Board will be sent to the Superintendent's office.

The Superintendent will schedule a public hearing at a Board meeting. The decision of the Board will be final.