

Community Relations

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

Step 1: Informal Complaint

If a staff member, District resident, or parent/guardian of a student enrolled in a District school has a complaint regarding the content or use of any specific instructional material, he/she may informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint using Exhibit (A) 1312.2, Form A to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall 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. Complainants shall sign all complaints and provide identifying information so that the District is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent/designee and the teacher(s) involved regarding the complaint. The Superintendent/designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class, school, or District shall not be restricted until final disposition has been made by the appropriate review committee. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent Determination

If the Superintendent/designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

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**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS** (continued)

Step 4: Review Committee

If the Superintendent/designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent/designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board Policy and 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.

Within 30 days of being convened, the review committee shall summarize its findings and decision in a written report. The Superintendent/designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report and decision.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

*(cf. 9322 - Agenda/Meeting Materials)*

Regulation

Reviewed: 02/19/91

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California