

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

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

Complaints must be presented in writing to the principal. 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 reply 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 complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or 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.

A review committee shall be formed under the direction of the Superintendent or designee. It shall include, but not be limited to: one central office administrator, one teacher, the district librarian, two community members and one student. The committee may request that individuals with special knowledge be present to give information to the committee.

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.

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 Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision following the preparation and review of the review committee's report.

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The report of the review committee together with the Superintendent or designee's recommendation may be brought to the Governing Board for consideration and final decision.

When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

County or State-Adopted Material

If the challenged material has been adopted by the County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision.

If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

Regulation
approved: April 14, 1997
Revised: June 22, 1999
Yearly Review – September 12, 2000

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California

**Citizen's Request for Reconsideration
of Instructional Materials**

Date: _____

TITLE : _____

AUTHOR: _____

PUBLISHER: _____ DATE OF EDITION: _____

Request received by: _____ Title _____

Citizen's Name: _____ Phone: _____

Citizen Represents: Himself/Herself ____ Organization or Group _____

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words)
2. What do you feel would be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Did you read/view the entire selection? If not, what sections did you review?
5. If not, what percentage did you read/view, or what parts?
6. To what in the item do you object? _____ Please be specific.
7. Is there anything good about this material?
8. What would you like the school to do about this material?
 - Do not assign it to my child.
 - Withdraw it from all students.
 - Re-evaluate it.
9. What do you believe is the main idea of this work?
10. In its place, what work would you recommend?
11. Are you aware of the judgment by professional critics of this material?

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(continued)

12. Did you discuss your concern with the teacher? Yes No
with the principal? Yes No
13. Did you discuss your concern with your son/daughter? Y No
14. Do you wish to make an oral presentation to the Reconsideration Board?

Signature of citizen

Action taken _____ Date _____