

COMMUNITY RELATIONS

Complaints Concerning Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, county residents, and/or the parents/guardians of students enrolled in SJCOE programs. Use of materials under review due to a complaint shall not be restricted for use by a class or school during the reconsideration process.

Purpose

To allow a formal process to review complaints concerning adopted instructional materials.

Initial Review

Fifteen (15) working days from receipt of completed written Request for Reconsideration of Instructional Materials.

Procedure

1. Employee receiving initial complaint informs the complainant of the selection and adoption procedures.
2. Employee requests that the complainant complete a Request for Reconsideration of Instructional Materials form. (See 1312.2 E) The statement must be signed and identified in such a way that a proper reply will be possible.
3. Complainant sends the completed Request for Reconsideration of Instructional Materials to the program administrator or designee.
4. The program administrator or designee sends a letter acknowledging receipt of request to the complainant.
5. A teacher may excuse individual students from using challenged materials if their parent/guardian has presented the complaint and may assign the student alternative materials of equal merit.
6. The program administrator or designee will review the complaint with complainant and if unresolved, the program administrator will forward it to the Deputy Superintendent.
7. The Deputy Superintendent will appoint a committee to review the materials. The composition of the committee shall include:
 - library/media professionals;

- teachers;
 - administrators;
 - parents;
 - students (if appropriate).
8. The committee will take the following steps after receiving the challenged materials:
- read, view, or listen to the material in its entirety;
 - check general acceptance of the material by reading reviews and consulting recommended lists;
 - determine the extent to which the material supports the curriculum, the educational appropriateness of the materials, and its suitability for the age level of the student;
 - judge the material for its strength and value as a whole and not in part;
 - consider the professional opinions of other teachers of the subject and of other competent authorities;
 - consider the teacher's stated objectives in using the materials;
 - consider the objections of the complainant.
9. The committee will summarize its findings in writing and submit a report to the Superintendent within thirty (30) days of the complainant being referred to the Deputy Superintendent.
10. The Superintendent will notify the complainant of the resultant action no later than 60 days after the complaint is filed, unless the complainant agrees in writing to an extension of time.
11. When any challenged instructional material is reviewed by the staff, it shall not be subject to any additional reconsideration for 12 months.