

Complaints Concerning Instructional Materials

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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 shall informally discuss the material in question with the Superintendent/Principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the Superintendent's/Principal's initial response, he/she shall present a written complaint to the Superintendent/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 Superintendent/Principal shall acknowledge its receipt and answer any questions regarding procedure. The Superintendent/Principal then shall notify the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. 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/Principal Determination

The Superintendent/Principal or designee shall determine whether a review committee should be convened to review the complaint.

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

Step 4: Appeal to the Board of Trustees

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

(cf. [9322](#) - Agenda/Meeting Materials)

Regulation LAKESIDE JOINT ELEMENTARY SCHOOL DISTRICT

approved: September 19, 2012 Los Gatos, California

