

**TEMECULA VALLEY CHARTER SCHOOL
Administrative Procedure**

1000 Community Relations

1002.1 Complaints Concerning Instructional Materials

Board Action: APPROVED

Effective Date: 8-20-15

Complaints concerning instructional materials will be accepted only from staff, students, or the parents/guardians of TVCS students.

Complaints must be presented in writing to the Executive Director/Principal or Designee. Complaints regarding printed material must name the author, title and publisher, and identify the objection by page and item numbers. In the case of non-printed 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.

Use of the materials by a class, school or the school; however, shall not be restricted until so directed by the Executive Director/Principal or Designee.

Upon receiving a complaint, the Executive Director/Principal or Designee will acknowledge its receipt either verbally, in writing via letter or electronic mail, or by telephone and answer any questions regarding procedure. The Executive Director/Principal or Designee will then notify the teacher(s) involved of the complaint. The Executive Director/Principal 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 or school shall not be restricted until final disposition has been made by an appropriate review.

A review committee may be formed under the direction of the Executive Director/Principal or Designee. It shall be composed of the Executive Director/Principal or Designee and five or more staff members selected by the Executive Director/Principal or Designee from relevant administrative and instructional areas.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the school; 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.

Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Executive Director/Principal or Designee or designee for final action. The Executive Director/Principal or Designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

The report of the review committee together with the Executive Director/Principal or Designee recommendation may be brought to the Board of Directors for consideration and final decision.

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

STATE-ADOPTED MATERIAL

If the questioned material has been adopted by the State of California, the Executive Director/Principal or Designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

**CITIZEN'S REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MATERIALS**

Name: _____ Date: _____

Phone: _____ Email: _____

Citizen Represents:

Himself/Herself: _____ Organization or Group: _____

Material that you are requesting reconsideration for:

Title: _____ Author: _____

Publisher: _____ Date of Edition: _____

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?

5. If not, what percentage did you read/view, or what parts?

6. Is there anything good about this material?

7. 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.

8. Are you aware of how this work has been assessed by literary critics?

9. What do you believe is the thesis of this work?

10. In its place, what work would you recommend?

Signature of citizen: _____

For office use only:

Request Received by: _____ Title: _____

Action taken: _____ Date: _____