

**Regulation 1312.2: Complaints Concerning Instructional Materials**

**Status:** ADOPTED

**Original Adopted Date:** 06/05/1990 | **Last Revised Date:** 01/16/2018

#### Procedure for Reconsideration of Instructional Materials

No duly selected materials whose appropriateness is challenged shall be removed from a school except upon the recommendation of a review committee (as provided for below) with the concurrence of the Superintendent or, upon the Superintendent's recommendation, the concurrence of the Board of Education, or upon formal action of the Board of Education when a recommendation of a review committee is appealed to it.

#### Procedures to be Observed

1. All complaints about instructional materials made to staff members shall be reported to the site principal. Complaints shall be reported whether they are received by telephone, letter or in personal conversation.
2. The principal shall contact the concerned individual to discuss the complaint and shall attempt to resolve it informally by explaining the philosophy, goals, and/or academic standards of the District.
3. If the complaint is not resolved informally, the concerned individual shall be supplied with a packet of materials consisting of the District's Philosophy, Goals, and Academic Standards Materials Selection Policy; and the Procedure for Handling Complaints. This packet will include a Petition for Reconsideration of Instructional Materials. The complaint will be considered upon completion and return of the Petition.
4. If the Petition has not been received by the principal within two weeks, the complaint shall be considered resolved. If the Petition is returned, the reasons for the selection of the specific material shall be re-established by appropriate staff.
5. In accordance with the statement above, no challenged material will be removed from the school while the complaint is being resolved. Pending resolution of the Petition, however, access to questioned materials may be denied to a student(s) of the parent/guardian who submitted the Petition. This request must be made in writing.
6. Upon receipt of a Petition, the District Review Committee will meet to consider the complaint. This Committee will consist of:
  - a. a District curriculum director
  - b. a District library media specialist
  - c. a Principal
  - d. a library media technician
  - e. a teacher
  - f. a community representativeThe Committee will be selected and convened as directed by the Assistant Superintendent of Educational Support Services or designee.
7. The Committee shall meet in closed session to discuss the material and will follow the guidelines set forth in Instructions to the District Review Committee (as provided below). The petitioner shall be given an opportunity to address the Committee. The Committee shall prepare a response to the Petition containing its recommendations on the disposition of the matter within 30 days of convening.
8. The Committee shall send the response to the Superintendent or designee and notify the petitioner of the decision.
9. If the petitioner remains dissatisfied with the District Review Committee's recommendation, he/she may petition the Superintendent to present an appeal to the Board of Trustees. The Board will make the final determination of the issue.

#### Procedure to Request Alternative Reading Assignment

10 The Temecula Valley Unified School District (TVUSD) places a high value on providing students with a rigorous educational experience. It is appropriate for schools to offer opportunities for students to address controversial topics in an intellectual manner. Therefore, as students mature, so does the content that they study in school.

Core and supplemental materials designated for instructional use must be approved by the elected members of the Board of Education. The district Secondary Curriculum Council (SCC), comprised of teachers, administrators and community members, receives literature recommendations from curriculum committees comprised of site administrators and content area teachers. The SCC reviews literature for its alignment to district curriculum, as well as for the maturity level of the students for whom the literature is intended. The SCC then decides which books to forward to the Board of Education for their discussion and action.

The district also places a high value on maintaining strong partnerships with parents in monitoring instructional materials. An effective partnership is established when teachers communicate information about instructional materials and parents actively monitor the books that their children read. At the beginning of a course, TVUSD teachers will provide a syllabus listing instructional materials to be read during the year. Parents are encouraged to take an active role by monitoring the literature read by their students for their classes and by communicating questions or concerns to the classroom teachers. Parents could obtain more information about teacher-assigned literature by reviewing the "Plot Overviews" found in the "Literature Study Guides" at <http://www.sparknotes.com>. Additionally, objective "Editorial Review" sources can be found at <http://amazon.com> under the book titles.

Parents may request an alternative reading assignment for their students by completing the "Request for an Alternative Reading Assignment" form E 1312.2 (E) and mailing or delivering it to the school principal. The principal will acknowledge receipt of the request and ensure that the teacher is informed and an alternative reading assignment is provided to the student.

This form must be received prior to the beginning of the instruction of the novel.

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