

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS/
LIBRARY BOOKS**

The following procedures have been established to provide a system for receiving, considering and acting upon written complaints regarding instructional materials used by the school district.

Step 1:

All complaints must be presented in writing to the building principal and will include the name of the author, title, the publisher and the objections by pages and items or in cases of materials other than printed materials, 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.

When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint, and will answer any questions regarding the procedure.

An individual student 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.

Upon receipt of the complaint, the principal will establish a building level review committee. The building level review committee shall be under the direction of the building principal and four or more members selected by the principal from site council or district personnel.

Step 2:

If the complaint has not been resolved to the satisfaction of the person who initiated the complaint he/she may appeal to the Superintendent designee. The Superintendent designee will initiate a district level review. The district level review committee shall be under the direction of the Superintendent designee and composed of the Superintendent designee and five or more members from the administrative and instructional areas directly concerned.

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, but individuals may be excused from using challenged materials.

In the deliberations of challenged materials, both the site and district review committees shall consider the educational philosophy of the school district, the professional opinions of other teachers of the same subject, and of other competent authorities, reviews of the materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant.

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The findings of the building review committee and/or the district review committee shall be a matter of written record and transmitted to the interested parties.

County or State Adopted Material

If the questioned material has been adopted by the County Board of Education, the Governing Board 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 Board may forward the complaint, without action, to the office of the State Department of Education for reevaluation and decision.

Regulation
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MURRIETA VALLEY USD
Murrieta, California