
CLOVIS UNIFIED SCHOOL DISTRICT

COMMUNITY RELATIONS COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

The following procedures shall be used when parents/guardians, community members, or employees submit complaints regarding the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment.

A. Informal Complaint and Reconsideration

The school receiving a complaint regarding an instructional material shall try to resolve the issue informally.

1. The principal or library media teacher or designee shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The principal or designee shall explain the particular learning function the challenged instructional material serves in the education program, its intended educational usefulness, and additional information regarding its use, or refer the complainant to a District staff who can identify and explain the use of the instructional material.

B. Formal Complaint and Reconsideration

1. *Filing of Formal Complaint/Reconsideration Request.* If a resolution is not obtained through the informal reconsideration procedure set forth in A above and the complainant wishes to file a formal complaint, the site principal or designee shall provide the complainant with Exhibit No. 1312.2 - Request for Reconsideration of Instructional Materials Form (Reconsideration Request Form). The Reconsideration Request Form should be completed and signed by the complainant and filed with the principal or designee where the challenged instructional material is being used. A complainant is encouraged to use the Reconsideration Request Form but is not required to do so.

The site principal or designee shall inform and provide a copy of the Reconsideration Request Form to the following District staff, as applicable:

- a. The Assistant Superintendent of Curriculum, Instruction, and Accountability (CI&A) and the appropriate Administrator for CI&A if the Reconsideration Request Form contains a complaint regarding core instructional materials, supplemental literatures, and/or library materials.
- b. The area/assistant superintendent if the Reconsideration Request Form contains a complaint regarding other instructional materials.

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2. *Convening of and Consideration of Reconsideration Request by Reconsideration Panel.* Upon being informed of the filing of a Reconsideration Request Form regarding core instructional materials, supplemental literatures, and/or library materials, the Assistant Superintendent of CI&A or designee shall convene a Reconsideration Panel to review the complaint. Upon being informed of the filing of a Reconsideration Request Form regarding other instructional materials, the appropriate area/assistant superintendent shall convene a Reconsideration Panel to review the complaint.
 - a. Within five business days of the filing of the Reconsideration Request Form, the Assistant Superintendent of CI&A or the appropriate area/assistant superintendent or designee shall provide a copy of the Reconsideration Request Form to the Reconsideration Panel.
 - b. The Reconsideration Panel shall be made up of members from the following:
 - (1) An Administrator from CI&A and the appropriate area/assistant superintendent.
 - (2) A District site principal.
 - (3) One or more teachers depending on the grade level and subject of the challenged instructional material.
 - (4) One or more parents/guardians of students currently enrolled in the District.
 - c. The criteria for the Reconsideration Panel's decision may include the extent to which the challenged material supports the District's curriculum, the educational appropriateness of the material, its suitability for the age level of the student, and the intended educational use.
 - d. Before the Reconsideration Panel may accept a request to review instructional materials that the Reconsideration Panel has reviewed within the last five years, a majority of the Reconsideration Panel members must agree to do so. Every Reconsideration Request Form shall be acted upon by the Reconsideration Panel.
 - e. The decision of the Reconsideration Panel shall be final.
4. *Access to Challenged Material During Reconsideration.* During the reconsideration of the challenged material, such material may remain in use as determined by the site principal or designee until a final decision has been reached. However, upon request of the parent/guardian who has filed a Reconsideration Request Form, his/her child may be excused from using the challenged material until a decision is issued by the Reconsideration Panel. The teacher shall assign the student an alternative material of equal merit.

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