

Lewis Center for Educational Research

AR 1312.2: COMMUNITY RELATIONS COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Adopted: May 1, 2003

Revised: September 12, 2022

Step 1: Informal Complaint

If a staff member or parent/guardian of a student enrolled in a Lewis Center for Educational Research (LCER) 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 teacher.

Step 2: Formal Written Complaint

If the complainant is not satisfied with the teacher's initial response, he/she shall present a written complaint to the 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 principal is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a written complaint, the Principal shall acknowledge its receipt and answer any questions regarding procedure. The Principal then shall notify the teacher(s) involved of the written complaint.

During the investigation of the written 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 written 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: Principal Determination

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

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

Step 4: Review Committee

If the Principal or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Principal or designee may also appoint school stakeholders to serve on the committee.

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. The Principal or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the President/CEO

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

County or State Adopted Material

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