

Complaints Concerning Instructional Materials

The Solano County Office of Education (SCOE) uses a comprehensive process to adopt instructional materials that is based on selection criteria established by law and policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified below.

SCOE shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a SCOE program.

When deliberating upon challenged materials, the County Superintendent and/or review committee shall consider the educational philosophy of SCOE, the professional opinions of 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, community standards, and the objections of the complainant.

The Superintendent's or review committee's decision shall be based on educational suitability of the materials and the criteria established in policy and administrative regulation, and the decision is final.

When any challenged instructional material is reviewed by SCOE, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure.

Step 1: Informal Complaint

If a staff member, Solano County resident, or parent/guardian of a student enrolled in a SCOE program has a complaint regarding the content or use of any specific instructional material, s/he shall informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, s/he 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 non-printed 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 district is able to make a proper reply. Anonymous complaints will not be accepted.

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

During the investigation of the 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 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: Superintendent Determination

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

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

Step 4: Review Committee

If the Superintendent 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 Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in policy and 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 Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Legal Reference:

EDUCATION CODE

- 18111 Exclusion of books by governing board
- 35010 Control of district; prescription and enforcement of rules
- 35186 Williams Uniform Complaint Procedures
- 44805 Enforcement of course of studies; use of textbooks, rules and regulations
- 51501 Subject matter reflecting on race, color, etc.
- 60000-60005 Instructional materials, legislative intent
- 60040-60048 Instructional requirements and materials
- 60119 Public hearing on sufficiency of materials
- 60200-60206 Elementary school materials
- 60226 Requirements for publishers and manufacturers
- 60400-60411 High school textbooks
- 60510-60511 Donation of sale of obsolete instructional materials

Policy Cross-Reference:

- 0100 Philosophy and Guiding Principles
- 1312.1 Complaints Concerning District Employees
- 1312.3 Uniform Complaint Procedures
- 1312.4 Williams Uniform Complaint Procedures
- 6144 Controversial Issues
- 6161.1 Selection and Evaluation of Instructional Materials
- 6161.11 Supplementary Instructional Materials
- 6163.1 Library Media Centers

**REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MATERIALS**

This form is for use only by SCOE employees, Solano County residents, or parents/guardians of children enrolled in a Solano County Office of Education program to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: _____

Name of person filing complaint _____
Anonymous complaints will not be accepted

Group represented (if any): _____

Phone: _____ E-mail address, if any: _____

Address: _____

City/State/Zip: _____

Material Being Challenged: _____

Title: _____

Author: _____

Publisher: _____ Date of Edition: _____

Name of school/classroom material was used: _____

1. Please specifically state the nature of your concern or objection, and identify your objection by page, tape sequence, video frame, or words, as appropriate. Attach additional pages if necessary. _____

2. Did you read/view the entire selection? _____
3. If not, what percentage did you read/view, or what parts? _____
4. What do you feel might be the result if a student reads/views this material? _____

5. For what age group would you recommend this material? _____
6. What would you like the school to do about this material? _____
 Do not assign it to my child
 Withdraw it from all students
 Reconsider it

Signature of complainant: _____

For Official Use:

Request received by: _____ Date: _____

Title: _____

Action taken: _____ Date: _____