

Step 1: Informal Complaint

If a staff member, adult student, or parent/guardian of a student currently enrolled in one of ROP's partner district schools has a complaint regarding the content or use of any specific instructional material, the complainant shall informally discuss the material in question with the Coordinator of Curriculum & Assessment. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the Coordinator of Curriculum & Assessment's initial response, the complainant shall present a written complaint to the Superintendent or designee. 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 ROP is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the Coordinator of Curriculum & Assessment shall provide the complainant with a written acknowledgment of its receipt and respond to any procedural questions the complainant may have. The Coordinator of Curriculum & Assessment then shall notify the Superintendent or designee, the teacher(s), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached.

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee to ensure that it is informed regarding its responsibilities, the criteria to follow when reviewing instructional materials, applicable laws, Board policy(ies), and administrative regulation(s).

Within thirty (30) days of convening, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within fifteen (15) days of receiving the committee's report.

Step 4: Superintendent Determination

The Superintendent or designee determines that a review committee is not necessary; the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or designee's or the review committee's decision to the Board. The Board's decision shall be final.