

# MODESTO CITY SCHOOLS

## Administrative Regulation

AR 1312.2

### COMMUNITY RELATIONS

#### Complaints Concerning Instructional Materials or Library Resources

### INSTRUCTIONAL MATERIALS

Complaints concerning instructional materials will be accepted only from staff, District residents, or the parents/guardians of children enrolled in a District school.

Complaints must be presented in writing to the principal (see Exhibit 1312.2). Complaints regarding printed material must name the author, title and publisher, and identify the objection by page and item number(s). In the case of non-printed material, 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.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent/designee and the teacher(s) involved in the complaint. The Superintendent/designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

#### Action Requested for Individual Students(s)

Individual students 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.

#### Action Requested for All Students

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 and/or the Superintendent/designee.

AR 1312.2 (a)

## **COMMUNITY RELATIONS**

### **Complaints Concerning Instructional Materials or Library Resources**

A review committee may be formed under the direction of the Superintendent/designee. If convened, the committee will be composed of staff members selected by the Superintendent/designee.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the District; the professional opinions of other teachers by reputable bodies; the teacher's stated objectives in using the materials; and the objections of the complainant. The review committee may interview the complainant for the purposes of clarifying the complaint. The complainant may also make a verbal statement to the committee. If the complainant does not appear as scheduled, the committee will proceed with its review.

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 and submit it to the Superintendent/designee for final action. The Superintendent/designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

If the complainant finds the decision of the Superintendent/designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board of Education meeting. The report of the review committee, together with the Superintendent's/designee's recommendation, may be considered by the Governing Board for final decision.

When any challenged instructional material is reviewed by the District, it shall not be subject to any additional reconsideration for 24 months.

### **County or State Adopted Material**

If the challenged material has been adopted by the County Board of Education, the Superintendent/designee may forward the complaint, without action, to the Office of the County Superintendent of Schools for re-evaluation and decision.

## **COMMUNITY RELATIONS**

### **Complaints Concerning Instructional Materials or Library Resources**

If the questioned material has been adopted by the State of California, the Superintendent/designee may forward the complaint, without action, to the California Department of Education for re-evaluation and decision.

## **LIBRARY RESOURCES**

Complaints concerning library resources will be accepted only from staff, District residents, or the parents/guardians of children enrolled in a District school.

Complaints must be presented in writing to the principal (see Exhibit 1312.2). Complaints regarding printed material must name the author, title and publisher, and identify the objection by page and item number(s). In the case of non-printed material, 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.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent/designee and the librarian(s) involved in the complaint. The Superintendent/designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

### **Action Requested for All Students**

The use of challenged materials by class, library, school or district shall not be restricted until final disposition has been made by the appropriate review committee and/or the Superintendent/designee.

A review committee may be formed under the direction of the Superintendent/designee. If convened, the committee will be composed of staff members selected by the Superintendent/designee and will include a librarian at the grade level of the challenge.

## **COMMUNITY RELATIONS**

### **Complaints Concerning Instructional Materials or Library Resources**

In deliberating challenged materials, the review committee shall consider the educational philosophy of the District; the professional opinions of other teachers/librarians and/or reputable professional organizations; the teacher's/librarian's stated objectives in using the materials; and the objections of the complainant. The review committee may interview the complainant for the purposes of clarifying the complaint. The complainant may also make a verbal statement to the committee. If the complainant does not appear as scheduled, the committee will proceed with its review.

The review committee shall determine the extent to which the challenged material meets the criteria for selection of library resources, 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 and submit it to the Superintendent/designee for final action. The Superintendent/designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

If the complainant finds the decision of the Superintendent/designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board of Education meeting. The report of the review committee, together with the Superintendent's/designee's recommendation, may be considered by the Governing Board for final decision.

When any challenged instructional material is reviewed by the District, it shall not be subject to any additional reconsideration for 24 months.

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REVIEWED: March 28, 1994  
June 19, 2000