

COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

I. Introduction

The suitability of particular books or other instructional materials may be challenged by staff, district residents, or the parents/guardians of children enrolled in a District school.

II. Process to Excuse Individual Students From Using Challenged Materials

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 if they are available.

III. Process to Challenge Materials Used by Class, School or District

- A. The use of challenged materials by an entire class, school or district shall not be restricted until a final decision has been made by the Superintendent.
- B. Staff members shall report all complaints concerning instructional materials to the school principal that are not resolved under II above. The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally. After speaking with the complainant, the principal shall provide the complainant with the complaint form (Exhibit A) if the complaint is not resolved and the parent is seeking restrictions on materials for a group.
- C. Complaints shall be submitted by completing in duplicate the form "Request for Reconsideration of Instructional Materials" (attached hereto as Exhibit A). These forms are to be signed by the complainant who will retain a copy and file the original with the principal. The principal shall forward a copy of the complaint to the Senior Director of Curriculum and Staff Development who will form a review committee to consider the complaint. (See D below)
- D. The review committee shall be formed under the direction of the Superintendent's designee, the Senior Director of Curriculum and Staff Development. It shall include, but not be limited to: the Senior Director of Curriculum and Staff Development, the principal or site administrator, a classroom teacher, a school librarian or the District librarian, and parent representatives from the grade or content area affected.

IV. Superintendent's Decision and Board Approval

- A. The review committee shall convene within two (2) weeks of the receipt of the Request for Reconsideration of Instructional Materials by the Senior Director of Curriculum and Staff

Development. An opportunity shall be afforded those persons or groups questioning school materials to meet with the committee and to present their opinions. The material shall be considered with the specific objections in mind and in light of applicable law and Board Policy. Any other persons involved in the selection of the questioned materials shall have the same opportunity. Paramount in the committee's consideration and decision regarding questioned materials will be the best interest of the students, the school, and the community.

- B. The majority and minority report of this committee shall be completed within two (2) weeks of the decision of the committee, and submitted directly to the Superintendent or their designee for a decision.
- C. If the complainant disagrees with the Superintendent's or their designee's decision under IV(A) above, the "Request for Reconsideration of Instructional Materials" shall be submitted to the Board of Trustees for review. No material shall be removed from use without Board approval.

ADOPTED: 6-28-88 DISTRICT SUPERINTENDENT
AMENDED: 11-14-00 PLEASANTON UNIFIED SCHOOL DISTRICT
PLEASANTON, CALIFORNIA