

## Administrative Regulation

### Controversial Instructional Materials, Procedures for Handling Complaints

The district has the obligation to consider and study complaints from parents and patrons of the district relating to classroom instructional materials which may include issues that are controversial in nature.

Professional personnel involved in the instruction of district students have a duty to provide for the development of clear thinking, balanced judgment, intelligent choice, and informed opinion in the evaluation of propaganda. They have the additional responsibility of selecting and presenting issues to students in a manner which will stimulate thought and develop skills in analyzing conflict. It is imperative that the study of controversial issues take place under competent guidance in a classroom climate of inquiry, free from bias and prejudice.

The district subscribes to the national statements of policy as expressed in the American Library Association Library Bill of Rights and the American Association of School Librarians' Bill of Rights. All instructional materials shall be selected both to enrich the curriculum and to further the development of the student intellectually, spiritually, and socially.

#### A. Steps in Handling Complaints Concerning Controversial Instructional Material

##### 1. First Level

- a. Criticism of any material shall first be handled at the building level or at the point of origin. Materials involved shall be presented to the immediate supervisor and appropriate conferences shall be held with individuals involved in order to determine the cause of complaint.

##### 2. Second Level

- a. If conferencing at the point of origin does not produce a satisfactory resolution of the problem, the complainant shall be informed of his or her right to file a formal written complaint using the "Request for Review of Instructional Material" (Form #9808.44\*).
- b. The formal complaint shall be reviewed by the appropriate department of instruction and a conference held with the individuals involved.

3. Third Level

- a. If conferencing at the second level does not produce a satisfactory resolution of the problem, the complaint will be forwarded to the director of K-12 Educational Services.
- b. The director of K-12 Educational Services will call for the formation of a review committee. The composition and procedures of this committee will follow the guidelines set forth in "Procedures for Handling Challenged Materials" kept on file in the department of Media and Technology Services.
- c. The director of K-12 Educational Services will forward the findings and recommendations of the review committee to the superintendent or his designee and will notify the complainant in writing of the review committee's recommendation and the complainant's right to appeal.

4. Fourth Level

- a. A complainant wishing to appeal the review committee's recommendation may do so in writing within thirty days to the superintendent or his designee.

5. Fifth Level

- a. A complainant wishing to appeal the decision of the superintendent or his designee may do so in writing within thirty days to the Board of Education.
- b. The final decision regarding appeals or the recommended removal of instructional materials shall be the responsibility of the Board of Education.

B. At the beginning of each school year, school principals shall review with their faculty "Procedures for Handling Challenged Materials" as part of the faculty handbook.

Garden Grove Unified School District  
Department of K-12 Educational Services

**REQUEST FOR REVIEW OF INSTRUCTIONAL MATERIALS**

Type of Material (Book, Film, etc.): \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_ Date Published: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

What are the specific objections to this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (use extra sheets if necessary)

What problems do you feel might result from use of this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For what age group do you consider this material suitable? \_\_\_\_\_

What do you consider to be worthwhile about this material? \_\_\_\_\_

\_\_\_\_\_

Have you read or viewed this material in its entirety?  yes  no

If not, what parts have you studied? \_\_\_\_\_

Are you aware of the judgment of this material by literary and/or qualified professional critics?  yes  no

What do you believe is the theme of this material? \_\_\_\_\_

What recommendation(s) are you making regarding this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other material of equal quality would you recommend to replace this particular material? Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date