

NOVATO UNIFIED SCHOOL DISTRICT

Board Policy

Series 1000

BP 1312.2

COMMUNITY RELATIONS

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians or other district residents.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.1 1 - Supplementary Instructional Materials)

The District has established procedures which will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Ad Hoc Committee's decision as final. However, if the complainant finds the decision of the Ad Hoc Committee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

(cf. 1312.3 - Uniform Complaint Procedures)

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

60000 Power of governing board to select instructional materials

60040-60047 Content requirements for instructional materials

60200-60206 Elementary school material - selection and adoption

60400 Secondary school textbooks - selection and adoption

Management Resources:

CDE PROGRAM ADVISORIES

10021.09 Selection of instructional materials, CIL: 90/91-02

Board Adopted February 6, 2001

NOVATO UNIFIED SCHOOL DISTRICT

Administrative Rules and Regulations

Series 1000

AR 1312.2

COMMUNITY RELATIONS

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

- A. Complainant must contact the school Principal to discuss the materials in question.
- B. If the complaint is not resolved in informal discussion the complainant may initiate a formal challenge.
- C. This challenge is initiated by completing the form entitled "Challenge of Use of Instructional Materials" and submitting it to the Assistant Superintendent, Instructional Services
- D. The Assistant Superintendent shall confer with the complainant and if unable to resolve the complaint an informal discussion shall take the following steps:
 1. Inform the Superintendent and governing board of the complaint.
 2. Convene an Ad Hoc Committee consisting of:
 - a. A member of the governing board
 - b. Director of Curriculum and Instruction
 - c. Principal from the appropriate level
 - d. Three teachers/librarians with competence in the field and at the appropriate level
 - e. Three parents
 - f. The Assistant Superintendent, Instructional Services
 3. Opportunity should be provided for the complainant and the school staff involved to express their opinions before this Ad Hoc Committee if they wish to do so.
 4. Within ten (10) days of convening, the Ad Hoc Committee will provide the governing board with a written recommendation regarding the challenge.
 5. The governing board shall act upon the recommendation at a regular board meeting.
 6. Any decision made by the governing board regarding challenged materials will be communicated to all District administrators.

Board Adopted February 6, 2001

NOVATO UNIFIED SCHOOL DISTRICT

Exhibit

Series 1000

EX 1312.2

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Novato Unified School District Challenge of Use of Instruction Material

Date: _____

Specific material to which you object

Producer, publisher and/or author

Request initiated by _____

Address _____
(No.) (Street) (City) (Zip Code)

Telephone () _____

Complainant represents:

- Himself/Herself
 Organization (Name) _____

Have you viewed, read or listened to the material in its entirety?

What are your specific objections to the material?

What specific action are you requesting?

Board Approved: February 6, 2001