

# MANTECA UNIFIED SCHOOL DISTRICT

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## Community Relations

AR 1312.2(a)

### COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding instructional materials used by the district.

1. All complaints to staff members shall be reported to the building principal involved, whether received by telephone, letter, or in personal conversation.
2. The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the Manteca Unified School District (MUSD).
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of material consisting of the district's instructional goals and objectives, the Instructional Materials Selection policy, and the procedures concerning complaints. This packet also will include the Request for Reconsideration of Instructional/Library Materials form, which shall be completed and returned before consideration will be given to the complaint.
4. If the principal has not received the Request for Reconsideration of Instructional/Library Materials form within two weeks, it shall be considered closed. If the request is returned, the principal will contact the original selection committee or library media teacher for reasons on the material's initial selection.
5. While no questioned material shall be removed from the school pending the reconsideration process, access to questioned materials can be denied to the child (or children) of the parent/guardians making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the principal will convene a special committee, to be named the Reconsideration Committee, to consider the complaint. This committee shall consist of:
  - a. Principal of the school in question
  - b. District office administrator
  - c. Library media teacher
  - d. No more than four classroom teachers from the department or grade level to which the material most pertains. Two teachers must be from another site.
  - e. One parent/guardian representative on the School Site Council from the school in question
  - f. One student from the leadership of the school in question

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AR 1312.2(b)

## COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

- g. If the challenge is at the elementary level the library aide from the school in question
- 7. The Reconsideration Committee shall meet to discuss the material and determine if it conforms to the principles of selection outlined in the MUSD Instructional/Library Material Selection Policy, following the guideline outlined in the instructions to the Reconsideration Committee. The committee shall prepare a report on the material containing its recommendations on disposition of the matter.
- 8. The committee shall complete the report in no more than 30 days from its first meeting.
- 9. The principal shall notify complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal shall explain the instructional/library material selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the material that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- 10. If the complainant is still not satisfied, he or she may ask the Superintendent to present an appeal to the Governing Board, which shall make a final determination of the issue. The Board may seek assistance from outside organizations such as the California School Library Association, the Association for Supervision and Curriculum Development, etc., in making its determination.
- 11. Materials that have been through reconsideration may not be challenged again for two years.

The Reconsideration Committee will adhere to the following instructions:

- 1. Committee members should strive to be fair and open minded with regard to the educational value of the material being considered.
- 2. Study thoroughly all materials referred to you. Read available reviews found in the recommended list of professional periodicals/resources. Check the general acceptance of the material by consulting standard evaluation aids and local holdings in other schools.
- 3. Do not pull passages or parts out of context. Weigh the values and faults against each other and the opinions based on the material as a whole, just as learning resources have been initially selected for their strengths rather than rejected for their weaknesses.

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AR 1312.2(c)

## COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

4. Complete the Checklist for Reconsideration of Instructional/Library Material form. The committee members then will meet and discuss their individual recommendations. After the committee comes to a consensus the principal will compile and finalize the report.
5. Reporting and presenting the committee's recommendation to the district administration is completed by the principal. And, if needed, it will be presented to the Governing Board at a regularly scheduled meeting for final review.

### County or State Adopted Material

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

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