

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 1312.2**  
Adopted: September 25, 2001  
Page 1 of 2

**COMMUNITY**

**Complaints Concerning Instructional Materials**

Complaints about the curriculum or instructional materials shall be handled using the following procedures:

- I. Citizens of the school community may register their criticism with the principals of the schools.
  - A. All criticism must be presented in writing and in triplicate on the form provided for this purpose by the District. The statement must include specific information as to author, title, publisher, reason for objection, and page number of each item to which objection is being made.
  - B. The statement must be signed and identification given, including address, which will allow proper reply.
  - C. The administrator or building librarian shall not remove questioned or challenged materials, but they shall not be available for student use pending final decision.
  - D. The Principal shall immediately forward to the Assistant Superintendent two copies of the written complaint.
- II. The Assistant Superintendent, Instruction shall in the case of challenged books or other instructional materials:
  - A. Immediately make formal written acknowledgment to the complainant of the receipt of the complaint together with courteous assurance that the materials will be again avowed in the light of the objections raised.
  - B. Promptly call a meeting of a District Materials Evaluation Committee to review the challenged materials.
  - C. Send a brief written statement reporting the group decision of the committee to the complainant and to the principal of the school involved. A copy of the statement shall also be sent to the Superintendent.

- III. If satisfaction is not established at the local point, an appeal may be sent to the Superintendent and Assistant Superintendent, Instruction.
- A. A committee appointed by the Assistant Superintendent shall again review the questioned materials and its report shall be sent to the complainant. The decision of this committee may be appealed to the Board of Trustees in writing through the office of the Superintendent.
  - B. The criteria employed in the selection of instructional material shall be used in the evaluation of questioned materials.
  - C. Individual appointed to review the questioned material shall present a written and an oral report of their findings to the committee within a period of thirty days. The written report shall be submitted on the form provided for this purpose by the District.
  - D. Following a review of all reports on the questioned material, the committee shall prepare a summary of the incident and recommend a disposition to the Superintendent of Schools.
  - E. A letter summarizing the action to be taken shall be prepared by the Superintendent of Schools and forwarded to the complainant.
  - F. All District certificated personnel shall be informed of the disposition of any questioned material and shall be expected to act accordingly. It is intended that the entire incident shall be treated objectively and as an important routine action.