

CLASSIFICATION: Community Relations

ADOPTED: 7/14/76

REVISED: 12/13/95

**SUBJECT: Resolving Complaints Regarding
Adopted Instructional Materials**

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Instructional materials necessarily use word and picture symbols to present and develop ideas, concepts, and generalizations. Because symbols are interpreted differently by different people, it is inevitable that there will be from time to time criticism of materials adopted for use in the schools in San Diego County.

In order to protect authors, publishers, sponsors, reviewers, school district employees, staff of the County Superintendent of Schools, and the County Board of Education against unsubstantiated charges, the following procedures are outlined for evaluation of criticism of materials previously adopted by the County Board of Education for use in the schools:

PROCEDURE

1. Unless presented at a regular meeting of the County Board of Education, criticisms, in order to be considered, must be presented in writing and must be signed by the complainant. Written criticisms or complaints should be presented to the County Superintendent of Schools as the Secretary to the County Board of Education. Complaints received by Board members or by the staff of the County Superintendent of Schools will be furnished promptly to each member of the County Board of Education after completion of the process itemized below.
2. Written complaints about Board-adopted instructional materials should contain at least the following information:
 - A. The title of the book, recording, film, video, or other item of instructional materials under consideration.
 - B. Name and address of the author, publisher, producer, and/or sponsor.
 - C. A citation of the pages and specific passages or items in question.
 - D. Identification of the complainant and a statement of his/her basis for criticizing the particular item.
 - E. Signature of the complainant.

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The following process will be followed in addressing such written complaints:

1. The County Superintendent of Schools, with the approval of the County Board of Education, will appoint a special reviewing committee of at least three (3) members, including at least one (1) member from the staff of the County Superintendent of Schools, and will refer the complaint to the committee for evaluation.
2. The author, publisher, producer, or sponsor of the material may be notified of the complaint and given an opportunity to submit a reply or to provide additional information pertinent to the matter.
3. The committee shall consider the material both on the basis of its individual merits and on the basis of its relationship to the total instructional program. The committee shall prepare a signed written report for the County Superintendent of Schools who will present the report, with appropriate comments, to the County Board of Education.
4. In order to protect such as individuals, authors, producers, publishers, sponsors, and others who may be involved in such criticism and complaints which may later be found to be unsubstantiated, Board members, the County Superintendent of Schools, staff, and other members of the reviewing committee will take proper precaution to prevent disclosure of the names of persons and/or materials involved in the complaint.
5. After receiving the report from the County Superintendent of Schools on the material under question, the County Board of Education will discuss the matter, review the material under consideration, and make whatever other investigation it deems appropriate under the circumstances.
6. When action on the complaint has been taken by the County Board of Education, the complainant will be notified.

In the event materials are withdrawn from the approved list, a notification will be sent to the publisher, producer, or sponsor and to district personnel concerned with the action.

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 1312.2**

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Board Policy No.: 1312

Derivation: Former Board Policy No. 6711.8, Evaluation of Criticism of Adopted Materials, Adopted 7/14/76. Renamed, Amended, and Renumbered 1312.2, 12/13/95.

Legal Reference: Education Code
18100