



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Community Relations

### 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.

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaints must be presented in writing to the building principal. Complaints regarding printed material must include the name of the author, title, publisher, and the objection by pages and items. In the case of nonprinted materials, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school, or the district, however, shall not be restricted until so directed by the Superintendent or designee.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent, or his/her designee, and the teacher(s) involved of the receipt of the complaint. The Superintendent, or designee, will determine whether the complaint should be considered on an individual basis or whether an instructional material review committee should be convened.

Complaints Concerning Instructional Materials (continued)

The instructional material review committee shall include, but not be limited to, the Director of Curriculum or designee, the subject area facilitator when applicable, staff members from relevant instructional and administrative areas, parents/community members and a student representative. In considering challenged materials, the review committee shall consider the educational philosophy of the district, the professional opinions of other teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, and the objections of the complainant.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within thirty (30) days of being convened, the review committee shall summarize its finding in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision no later than sixty (60) days after the complaint was filed.

Regulation  
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