Burbank Unified School District

Community Relations

Complaints Concerning Instructional Materials – Request for Reconsideration

(For Alleged Violation of Federal or State Laws or Regulations Governing Certain Educational Programs)

Instructional materials are selected according to established criteria based on State content standards and local needs. Parents/guardians and community members have the right to review materials and submit complaints regarding appropriateness of content or use.

The Board of Education designates the Assistant Superintendent, Educational Services, John Paramo, as the uniform complaint compliance officer to receive and investigate all complaints and ensure compliance with law.

Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment must submit FORM C (AR 1312.2), Page 1 and 2 below.

October 2012
COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: ____________________________

Name of person filing complaint: ____________________________
Anonymous complaints will not be accepted.

Group represented (if any): ____________________________

Phone: ____________________________ E-mail address, if any: ____________________________

Address: ____________________________

Material Being Challenged:

Title: ____________________________

Author: ____________________________

Publisher: ____________________________ Date of Edition: ____________________________

Name of school/classroom material was used: ____________________________

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Did you read/view the entire selection?

3. For what age group would you recommend this material?

4. If not, what percentage did you read/view, or what parts?
COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS (continued)

5. What do you feel might be the result if a student reads/views this material?

6. What would you like the school to do about this material?
   - [ ] Do not assign it to my child
   - [ ] Withdraw it from all students
   - [ ] Reconsider it

__________________________________________
Signature of complainant

For District Use:

Request received by: ______________________  Date: ______________________
Title: ____________________________________
Action taken: _____________________________  Date: ______________________

Exhibit version: April 19, 2007

BURBANK UNIFIED SCHOOL DISTRICT

Burbank, California