

BURBANK UNIFIED SCHOOL DISTRICT

Community Relations

COMPLAINTS CONCERNING INSTRUCCIONAL 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 Director of Secondary Education, Emilio Urioste, 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

BURBANK UNIFIED SCHOOL DISTRICT

Community Relations

E 1312.2(a)

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?

BURBANK UNIFIED SCHOOL DISTRICT

E 1312.2(b)

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: _____