

District policy shall provide teacher, parent, and patron involvement in the challenge of instructional materials. The Board of Trustees therefore directs the superintendent to develop and administer guidelines and regulations for the challenge of instructional materials.

The purpose of regulations governing the challenge of instructional materials is to ensure that students are provided with educational materials which are (1) the most effective available in support of the objectives of each adopted course of study, (2) consistent with community standards, and (3) appropriate to the secondary level.

**1.0 Challenge of Instructional Materials:**

- 1.1 Whenever the appropriateness of any item of instructional materials is questioned by a parent/patron of the school community, member of the Board of Trustees, or concerned employee, the principles and procedures outlined below are to be followed before any decision concerning the use of the material is to be made by the Anaheim Union High School District Board of Trustees.
- 1.2 The following principles of intellectual freedom shall guide the Anaheim Union High School District staff involved in the challenge process:
  - 1.2.1 Students have the right to freedom of inquiry and access to information; responsibility for abridgment of that right is solely between an individual and the parent(s) of that student.
  - 1.2.2 In reviewing material which has been challenged, the major consideration is the appropriateness of the material for its intended educational use.
  - 1.2.3 Material which has been challenged shall remain available for use during the challenge review and reconsideration process.
- 1.3 The following procedures for reconsideration of challenged materials shall guide the Anaheim Union High School District staff:
  - 1.3.1 The school or district person receiving a complaint regarding instructional material shall try to resolve the issue informally.
    - 1.3.1.1 The principal and/or other appropriate staff member shall explain to the complainant the school's selection procedure, criteria, and the qualifications of those persons selecting the material.
    - 1.3.1.2 The principal and/or other appropriate staff member shall explain the particular place the questioned resource occupies in the educational program and its intended educational use.
  - 1.3.2 If the complaint cannot be resolved informally, the complainant will be invited to file objections in writing. Complaints must be submitted on "Request to Challenge Instructional Material" form.

- 1.3.2.1 Challenge to instructional materials used or proposed for use in the Anaheim Union High School District shall be presented in writing, via the Superintendent to the Assistant Superintendent, Education, for processing.
- 1.3.2.2 Challenge information shall include the author, title, publisher, page number and other pertinent information of each item to which objection is being made. This information shall include the reasons for the objections stated in sufficient detail and logical sequence.
- 1.3.2.3 It is the responsibility of the complainant to have reviewed the entire contents of the instructional material, and the signature of complainant will attest to this fact.
- 1.3.2.4 Challenge of instructional material will neither be deemed complete nor be considered until all the above information has been furnished.
- 1.3.3 Upon receipt of a completed and signed "Request to Challenge Instructional Material" form the Assistant Superintendent, Education, shall convene a challenge committee to review the instructional material challenged.
- 1.3.3.1 The challenge committee will be formed within twenty working days after the formal challenge form has been received.
- 1.3.3.2 The committee will consist of no more than nine members which may include:
- One (1) administrator (designated by the superintendent)
  - One (1) department chairperson (in subject matter field), designated by the Assistant Superintendent, Education

- 1.3.4 A chairperson for the committee will be elected by a simple majority of committee members present. The chairperson will assume responsibility for setting committee dates, time, place and will be at appropriate board meetings when committee recommendation is to be considered.
- 1.3.5 The Director, Instructional Services, and/or his/her designee will facilitate the organization and function of the challenge committee.
- 1.3.6 The challenge committee will review the challenge and evaluate the questioned material in accordance with criteria selection established by Anaheim Union High School District policy 7901.01, section 1.3.

The committee may meet with both adoption requestor and challenger. In addition, the committee may request information from those who have facts pertinent to the challenge.

- 1.3.7 The challenge committee shall proceed as follows:
  - 1.3.7.1 Examine the challenged material. All members present will read/listen to/or view the material in its entirety.
  - 1.3.7.2 Determine professional acceptance by reading critical reviews of the material.
  - 1.3.7.3 Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
  - 1.3.7.4 Discuss the challenged resource in the context of the educational program.
  - 1.3.7.5 Make one of the following recommendations regarding the disposition of the challenged material.
    - (1) adoption
    - (2) no adoption
    - (3) retention on adopted list
    - (4) removal from adopted list
    - (5) prescribed usage--such prescription as determined by nature of the instructional material and its unique application to the learning situation

- (6) retention on adopted list
- (7) removal from adopted list
- (8) prescribed usage--such prescription as determined by nature of the instructional material and its unique application to the learning situation

1.3.7.6 Prepare a written report which includes the challenge committee recommendation and submit it, via the Superintendent, to the Board of Trustees.

1.3.8 Both the complainant and the original requestor for adoption will be notified of the scheduled board meeting at which the Board of Trustees will be asked to consider the challenge committee report.

1.4 After considering the report of the challenge committee, the Board of Trustees shall make a decision as to the final disposition of all challenged instructional materials.

1.5 The Superintendent or designee shall notify the complainant of his/her decision no later than 60 working days after the complaint was filed. Program advisory CIL: 90/91-02. When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

2.0 County or State-Adopted Material

2.1 If the challenged material has been adopted by the County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision.

If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

Legal Reference:  
EDUCATION CODE

18111	Exclusion of books by governing board
35010	Control of district; prescription and enforcement of rules
60000	Power of governing board to select instructional materials
60040-60047	Content requirements for instructional materials
60400	Secondary school textbooks - selection and adoption