

**Redlands Unified School District  
AR 1312.2: Complaints Concerning ~~Instructional~~ Library or Media Center Materials  
(draft revised April 22, 2025)**

~~Procedures for Handling Challenged or Questioned Material:~~

- ~~1. Complaints about books or other special materials may Page 1 of 5 be initiated by students, parents, community, or staff members and shall be submitted to the principal.~~
- ~~2. If the principal feels further action is necessary, he/she should contact the complainant and attempt to resolve the problem.~~
- ~~3. If the problem still is not resolved, the principal shall mail to the complainant a form (Exhibit 1312.2) to be filled in completely and returned to the school. When the form is returned, the principal shall notify the Educational Services Division, who in turn shall notify the Superintendent or designee and the Governing Board.~~
- ~~4. The principal shall appoint a school evaluation committee to review the complaint and make a recommendation to resolve the problem. This committee shall consist of at least four certificated staff members. The administrator should not remove questioned or challenged materials but should review them in the light of objections raised. Questioned materials should not be available for the student involved, pending final decision.~~
- ~~5. When a decision is reached at the school, a written report of this decision shall be sent Educational Services Division, principal, department chairperson, if applicable, librarian, and the person who originally challenged the material.~~
- ~~6. The complainant may appeal the decision by submitting the complaint in writing to a district reviewing committee. This district committee shall be appointed by the Superintendent or designee. The report of this review committee should be completed as quickly as possible.~~
- ~~7. The decision shall be sent in writing to the complainant. Copies of the decision shall be sent to administrators involved, librarians, concerned teachers, and Board members.~~
- ~~8. Within the statutory authority of the Board to make final decisions on all matters relating to the district, this decision by the reviewing committee should be considered final.~~

**Procedures for handling challenged or questioned materials:**

The Redlands Unified School District Board of Education supports the fundamental right of parents and guardians to direct the care and upbringing of their children, including the right to be informed about and involved in all aspects of their child's education. This includes the right to monitor and challenge non-curricular reading materials in the school library.

Complaints regarding the appropriateness of library or reading material shall be addressed using the following district procedure. However, if questionable content is being challenged due to pervasive pornography, erotica, graphic descriptions of sexual acts, sexual violence, inappropriate vulgarity or profanity, or other obscene material, skip to Section II in the process listed below.

**Section I.** Complaints about library books may be initiated by students, parents, community, or staff members.

1. Complaint shall be submitted in writing to the principal using form (Exhibit 1312.2), which can be obtained via email or in person from school or district office staff.
2. The principal shall contact the complainant within five business days and attempt to resolve the problem.

3. If the problem is not resolved, the principal shall email, mail or hand deliver the complainant's form to the Educational Services Assistant Superintendent or designee and the Board of Education.
4. The principal shall appoint a school evaluation committee to review the complaint and make a recommendation to resolve the problem. This committee shall consist of 7 members consisting of the principal, *one librarian from a different school site, one classroom teacher from the same grade level but from a different school site* and four non-employee community members, who will all read and review the book in question. Questioned material should not be available for the student involved pending final decision. A decision shall be reached within three months of the original complaint date.
5. When this decision is reached, the principal will provide the committee's written report of decision within three business days to the complainant, school site librarian, Assistant Superintendent of Educational Services, Superintendent, and Board of Education.
6. The complainant may appeal the decision by submitting a written request to the Superintendent. A district review committee shall be appointed by the Superintendent or designee. District reviewing committee shall include the Superintendent, the Assistant Superintendent of Educational Services, and the Director of Elementary or Secondary Education. The report of this review committee should be completed as quickly as possible, preferably within two months.
7. The decision shall be sent in writing to the complainant. Copies of the decision shall be sent to involved administrators, librarians, and all board members.
8. Should the complainant disagree with the district review committee's decision, this decision may be appealed in writing to the Board President and agendaized for a vote within two standard board meetings. Due to the statutory authority of the Board to make final decisions on all matters relating to the district, this district review committee's decision must be approved/denied by the Governing Board.

**Section II.** If complaint alleges that material includes *pervasive* pornography, erotica, graphic descriptions or depictions of sexual acts, *and/or* sexual violence, *inappropriate vulgarity or profanity, or other obscene material*, the following process shall be applied:

1. Parents/guardians/*family members*, students, *or* staff, *or district residents* may register a complaint to the school principal using the provided form (Exhibit 1312.2) to request removal of a specific item from a school library.
2. Once a formal complaint is received, the principal must remove the item from the school library and notify the Superintendent of the removal within three business days.
3. Once notified, the Superintendent shall notify the Board of Education within two business days.
4. The Board shall then hold a public hearing within forty-five calendar days to determine whether the material is appropriate for student use. The public hearing may be at a regularly scheduled board meeting or a special meeting. The Board shall vote to determine if the book or material in question, is suitable for elementary, middle school, and/or high school students throughout the district. If the board votes that the material is unsuitable at any or all educational levels, said material should be permanently removed from corresponding school sites and designated district facilities within five business days.

**Proposed revision to AR 1312.2 (April 22, 2025)**

Regulation REDLANDS UNIFIED SCHOOL DISTRICT  
approved: ~~February 14, 1995~~ Redlands, California

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COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS  
FORM/EXHIBIT 1312.2

**CITIZEN'S** REQUEST FOR REMOVAL RECONSIDERATION OF LIBRARY OR  
MEDIA CENTER MATERIALS INSTRUCTIONAL MATERIALS

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

DATE OF  
EDITION: \_\_\_\_\_

**REQUEST**  
**RECEIVED BY:** \_\_\_\_\_

Citizen's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Citizen Represents:** \_\_\_\_\_ **Self** \_\_\_\_\_ **Organization or Group**

(Please attach additional pages)

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words). Attach additional pages if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel would be the result of reading/viewing this material?

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

4. Did you read/view the entire selection?

5. If not, what percentage did you read/view, or what parts?

6. Is there anything good about this material?

4. What would you like the school to do about this material?

- ☐ Do not assign it to my child.  
☐ Withdraw it from all students.  
☐ Withdraw it from specific age groups.  
☐ Re-evaluate it.

7. Are you aware of how this work has been assessed by literary critics?

8. What do you believe is the thesis of this work?

5. Do you have any recommendations for a replacement of this material?

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Signature of Citizen: \_\_\_\_\_

FOR OFFICE USE ONLY

Date complaint received: \_\_\_\_\_  
Complaint received by: \_\_\_\_\_  
Date/Action Taken: \_\_\_\_\_  
Date/Action Taken: \_\_\_\_\_  
Date/Action Taken: \_\_\_\_\_  
Date/Action Taken: \_\_\_\_\_  
Date/Action Taken: \_\_\_\_\_  
Date/Action Taken: \_\_\_\_\_

Exhibit REDLANDS UNIFIED SCHOOL DISTRICT  
version: ~~February 14, 1995~~ April 22, 2025 Redlands, California