

**CONTROVERSIAL ISSUES****I. Printed Materials and Publicity**

- A. On-Campus Sources. Rules and regulations covering the distribution and posting on campus of printed materials such as notices, posters, speeches, stories, advertisements, lists, pictures, questionnaires, and other information shall be consistent with appropriate sections of the Education Code and related policies and regulations of the District.
- B. Off-Campus Sources. Consistent with appropriate provisions of the Education Code Sections 51510, 51511, 51520, 51530, posters, leaflets and publications for off-campus organizations may be posted on campus after permission has been granted by the principal or his designee.
- C. Student Publications. All student publications shall conform to the Publications Code - Policy and Regulation #6565.

**II. Library Materials**

- A. The librarian, under the direction of the principal, has the responsibility of providing materials on opposing sides of controversial issues suitable to the level of understanding of the students.
- B. The librarian, under the direction of the principal, has the responsibility of providing materials representative of the many groups and opinions prevalent in our country and suitable to the level of understanding of students.

**III. Student Speakers**

- A. The intent of this provision is to avoid events which may be inappropriate, slanderous, or imminently disruptive to the school program.
- B. Any speech or presentation under school auspices, a part of or not a part of regular classroom work, is to be developed under the direction of a certificated employee who is directly responsible to the principal.

**IV. Guest Speakers**

- A. A guest speaker is a person who is invited to speak or present any type of material on a campus or to an authorized gathering of high school students.
- B. A guest speaker must be approved by the principal or his designee prior to the event.
- C. The topic covered by the guest speaker should be appropriate to the goals and purposes of the educational program and to the maturity of the students, as decided by mutual agreement between the principal and the teacher in charge.

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- D. Any guest speaker must comply with appropriate provisions of the Education Code Sections 51500, 51501, 51511, 51520, 51530, and District or campus rules and regulations.
- E. The use of inflammatory, intemperate, indecent, profane, or obscene words or statements is prohibited.
- F. The rules and regulations herein defined shall be provided to the guest speaker in writing prior to the campus presentation. Such notice may be a digest of these rules and regulations.
- G. Violation of the above provisions by the guest speaker shall result in the immediate termination of the program by the school personnel in charge, and the guest speaker shall be requested to leave the premises. The provisions of the Education Code and District policy and regulations shall apply in establishing the responsibility of the personnel in charge to terminate the program and request the speaker to leave the campus.

V. Student Assemblages

Controversial assemblies and programs on a campus shall be held only with the approval of the principal.

VI. Complaints

Any complaints under these rules and regulations shall follow in sequence the procedure as outlined below.

PROCEDURES FOR HANDLING COMPLAINTS

I. Initial Complaint or Objection

- A. Initial complaint or objection should be made to the staff member under whose direction the alleged transgression occurred.
- B. After the initial complaint or objection, an appeal may be made to the principal of the school.
- C. The staff member involved shall have the responsibility to participate in any attempt to resolve the issue.

II. Written Statement of Complaint

- A. If complaint is unresolved after conferring with the principal, the "Request for Reviewing Controversial Subjects and Materials" is to be used in registering a written complaint.

- B. The request form must be completely filled out and signed by the person registering the complaint and returned to the school office where the original complaint was made.
- C. Any written complaint dealing with controversial issues may be resolved at any one of the following levels in order of their listing:
  - 1. School Principal
  - 2. Assistant Superintendent, Education and Assessment Services
  - 3. District Reviewing Committee
  - 4. District Superintendent
  - 5. Board of Trustees
- D. Any time the request form dealing with controversial issues is submitted, the following procedure shall be carried out:
  - 1. Complaint shall be made out in quadruplicate--one copy for the Superintendent, one copy for the principal, one copy for the teacher, and one copy to be retained by the person making the complaint.
  - 2. The principal shall attempt to resolve the issue and notify the Superintendent or designee of the status thereof as soon as possible.
  - 3. If the issue is unresolved by the principal, it shall be referred to the Superintendent or designee.
  - 4. If the issue is unresolved by the Superintendent or designee, he shall refer it to the Reviewing Committee as described below.
  - 5. The reviewing Committee shall attempt to resolve the issue on the basis of the written complaint and, if necessary, the testimony of the person making the complaint.
  - 6. The reviewing committee shall make out a written report of its findings and conclusions and submit it to the Superintendent.

### III. Status of Questioned Subject or Material During Review

From the time the complaint is received and during the review of the complaint, the questioned subject or materials shall continue to be used and discussed unless it is in conflict with existing statutes or in violation of District policies.

### IV. Reviewing Committee

The questioned subject or materials may be submitted for review to the curriculum committee(s) with advisory responsibilities in the applicable area(s). The Superintendent or designee may select a reviewing committee of not less than five (5) members which shall

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include representatives from (1) the District staff, (2) the administrative staff of the school involved, (3) the teaching staff of the school involved, (4) a member of the executive board of the local teachers' association chosen by the executive board of that organization, (5) any other person(s) the Superintendent or designee may appoint. The chairperson shall be selected by the committee members. During this review, the Board of Trustees is encouraged to defer consideration of the issue until a formal presentation is made by the Superintendent.

V. Recommendations

- A. Written progress reports of conferences and conclusions shall be filed in the Superintendent's office by:
  - 1. School Principal
  - 2. District Superintendent
  - 3. Reviewing Committee
- B. If the issue is still unresolved by this step, the report of the Reviewing Committee shall be considered by the Superintendent who may make a written report and recommendation to the Board of Trustees concerning the status of the complaint.
- C. The Reviewing Committee and the complainant shall be notified by the Superintendent if the recommendation is to be considered by the Board of Trustees.

Reference: Education Code Sections 44806, 44807, 44810-44812, 51500, 51501, 51511, 51520, 51521, 51530

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