



SELECTION
GOALS



CRITERIA FOR
APPROVING
BOOKS



COMPLAINT
PROCEDURE



MATERIAL
REVIEW



BAKERSFIELD CITY SCHOOL DISTRICT INSTRUCTIONAL MATERIALS SELECTION & COMPLAINT PROCEDURE

GUIDANCE BASED ON BOARD POLICY 0400.38, AB 1078, AND OUR DISTRICT VISION

GOALS FOR LIBRARY BOOK SELECTION



VISION

Selections that support BCSD Vision: Our vision in Bakersfield City School District is to be the model of educational excellence, equity, inclusion and innovation.



ACCESS

Ensure students have access to books that reflect the cultural and racial diverse individuals and communities that make up the population of California. (AB 1078)



CULTURE

Support a culture of reading and reflect the diversity of the Bakersfield City School District. (BP 400.30)



RESOURCES

Resources that are aligned with the curriculum and those that are accessible to students with varying cognitive or language needs. (BP 400.30)

CRITERIA FOR APPROVING BOOKS

THE FOLLOWING CRITERIA WILL BE CONSIDERED WHEN APPROVING MATERIALS:

Multiple favorable reviews in standard reviewing sources, for example, School Library Journal, Booklist, Kirkus and Horn Book Guide.

Age and User Appropriateness (ability level, learning styles, social, emotional and intellectual development).

Enrichment and enhancement of the curriculum.

Popularity and quality of author and subject.

User appeal and students' personal interests.

Up-to-Date, accurate information.

High standard in literacy, artistic and aesthetic quality.

COMPLAINT PROCEDURE (1)

Complaints regarding the appropriateness of Instructional Materials (ie: curriculum and library) materials shall be addressed using the District's procedures for complaints regarding instructional materials. (BP 400.30)

Accepted only from staff, district residents, or the parents/guardians of enrolled children.

The use of the book will not be restricted until a final decision is made after the review process.

School personnel who receive a complaint shall report it to the site administrator who, when appropriate will discuss the issue with the complainant.

If this does not resolve the issue, then the complainant can initiate a formal challenge.

COMPLAINT PROCEDURE (2)

FORMAL CHALLENGE STEPS:



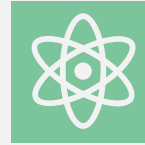
WRITTEN COMPLAINT

The complaint must be in writing, signed, and identified for a proper reply.



DETAILS

It must include the name of the author, title and publisher.



INFORMATION

Each objection must be identified by page and item number.



SUBMISSION

The complaint then must be submitted to the Superintendent or Executive Director of Curriculum and Instruction.



QUESTION & ANSWER

When the complaint is received it will be acknowledged and questions regarding the procedure will be answered.



CONFERENCE

The Executive Director of Curriculum and Instruction will confer with the complainant and determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

COMPLAINT PROCEDURE (3)

MATERIAL REVIEW: See [AR 400.38](#) for a detailed explanation of the committee process.

AS THE MATERIAL IS REVIEWED, CONSIDERATION WILL BE GIVEN TO THE FOLLOWING:

- The educational philosophy of the district
- The professional opinion of authorities
- Reviews of the material by reputable bodies
- The objections of the complainant
- The suitability for the age level of the student

IF A COMMITTEE IS CONVENED THE COMPLAINANT WILL:

- Have an opportunity to express their opinion before the committee
- Be notified of the results no later than 60 days after the complaint was filed

