

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

The Board of Trustees uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6163.1 - Library Media Centers)*

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the Superintendent. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in the district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

*(cf. 9322 - Agenda/Meeting Materials)*

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

*(cf. 6144 - Controversial Issues)*

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS** (continued)

(cf. 1312.1 - *Complaints Concerning District Employees*)  
(cf. 1312.3 - *Uniform Complaint Procedures*)  
(cf. 1312.4 - *Williams Uniform Complaint Procedures*)

*Legal Reference:*

EDUCATION CODE

18111 *Exclusion of books by governing board*  
35010 *Control of district; prescription and enforcement of rules*  
35186 *Williams Uniform Complaint Procedures*  
44805 *Enforcement of course of studies; use of textbooks, rules and regulations*  
51501 *Subject matter reflecting on race, color, etc.*  
60000-60005 *Instructional materials, legislative intent*  
60040-60048 *Instructional requirements and materials*  
60119 *Public hearing on sufficiency of materials*  
60200-60206 *Elementary school materials*  
60226 *Requirements for publishers and manufacturers*  
60400-60411 *High school textbooks*  
60510-60511 *Donation of sale of obsolete instructional materials*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 *Selection of Instructional Materials, CIL: 90/91-02*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

Policy  
adopted: December 11, 2019  
**Community Relations**

**CUDDEBACK UNION ELEMENTARY SCHOOL DISTRICT**  
Carlotta, California  
AR 1312.2(a)

## **COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

### **Step 1: Informal Complaint**

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the Superintendent.

### **Step 2: Formal Complaint**

If the complainant is not satisfied with the Superintendent's initial response, he/she shall present a written complaint to the Superintendent. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the Superintendent shall acknowledge its receipt and answer any questions regarding procedure. The Superintendent then shall notify the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

### **Step 3: Superintendent Determination**

The Superintendent/Principal or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent/Principal or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

### **Step 4: Review Committee**

If the Superintendent/Principal or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from

relevant instructional and administrative areas. The Superintendent/Principal or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

AR 1312.2(b)

## **COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS** (continued)

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent/Principal or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

### **Step 5: Appeal to the Board of Trustees**

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

*(cf. 9322 - Agenda/Meeting Materials)*

Regulation  
approved: December 11, 2019  
Community Relations

**CUDDEBACK UNION ELEMENTARY SCHOOL DISTRICT**  
Carlotta, California  
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: \_\_\_\_\_

Classroom where 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?

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: \_\_\_\_\_