

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 12/01/23/20131990 | **Last Revised Date:** 10/01/2023 | **Last Reviewed Date:** 10/01/2023

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~~**such individual** shall informally discuss the material in question with the principal.

(Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, ~~he/she~~**the complainant** shall present a written complaint to the principal. 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 **and location of such material** shall be given. ~~Complainants~~**In order for the district to reply appropriately, 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 principal shall ~~acknowledge~~**provide the complainant with a written acknowledgement** of its receipt and ~~answer~~**respond to** any **procedural** questions ~~regarding procedure~~**the complainant may have**. The principal ~~then~~ shall **then** notify the Superintendent **Chief Learning Officer** or designee ~~and, the teacher(s) involved of the complaint.~~

), and other staff as appropriate.

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: Review Committee

The Superintendent Chief Learning Officer Determination

~~The Superintendent Chief Learning Officer~~ or designee shall determine whether **to convene** a review committee ~~should be convened~~ to review the complaint.

If the Superintendent **Chief Learning Officer** 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 **Chief Learning Officer** 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 **Chief Learning Officer** or designee may also appoint **parents/guardians, students, and** community members, as **appropriate**, to serve on the committee.~~

The Superintendent **Chief Learning Officer** or designee may provide training to the review committee ~~shall to ensure that the review committee is informed regarding its responsibilities, the criteria specified into follow when reviewing instructional materials, and applicable laws, 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.~~

(ies), and administrative regulation(s).

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

Step 4: Superintendent Determination

If the Superintendent **Chief Learning Officer** or designee determines that a review committee is not necessary, the Superintendent **Chief Learning Officer** or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent **Chief Learning Officer's** or review committee's decision to the Board. The Board's decision shall be final.

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

(cf. 9322 – Agenda/Meeting Materials)
