

Community Relations

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

E 1312.1

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

This form is only for use by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date: _____

Name of person filing
complaint: _____

Anonymous complaints will not be accepted.

Group represented (if
any): _____

Phone: _____

E-mail
address: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom instructional material was
used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording

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or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

[Redacted]

- 2. Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

[Redacted]

- 3. What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?

[Redacted]

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

[Redacted area]

Signature of complainant

For District Use:

Request received
by: _____

Date: _____

Title: _____

Action
taken: _____

Date: _____

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 4600-4670
Ed. Code 1240
Ed. Code 18111
Ed. Code 220

Description

Uniform complaint procedures
[County superintendent of schools; duties](#)
[Exclusion of books by Governing board that are sectarian, partisan, or denominational character](#)
[Prohibition of discrimination](#)

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<i>Ed. Code 242</i>	<u>Access to information about educational laws and policies regarding right to accurate and inclusive curriculum</u>
<i>Ed. Code 243</i>	<u>Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials</u>
<i>Ed. Code 35010</i>	<u>Control of district; prescription and enforcement of rules</u>
<i>Ed. Code 35160</i>	<u>Powers and duties of school boards</u>
<i>Ed. Code 35186</i>	<u>Williams uniform complaint procedures</u>
<i>Ed. Code 44805</i>	<u>Teacher enforcement of course of studies; use of textbooks, rules and regulations</u>
<i>Ed. Code 48907</i>	<u>Exercise of free expression; time, place and manner rules and regulations</u>
<i>Ed. Code 48950</i>	<u>Speech and other communication</u>
<i>Ed. Code 51204.5</i>	<u>Social sciences instruction; contributions of specified groups</u>
<i>Ed. Code 51501</i>	<u>Nondiscriminatory subject matter</u>
<i>Ed. Code 51511</i>	<u>Religious matters properly included in courses of study</u>
<i>Ed. Code 51933</i>	<u>Sexual health education and HIV prevention materials</u>
<i>Ed. Code 60000-60005</i>	<u>Instructional materials; legislative intent</u>
<i>Ed. Code 60040-60052</i>	<u>Requirements for instructional materials</u>
<i>Ed. Code 60119</i>	<u>Public hearing on sufficiency of textbooks and instructional materials</u>
<i>Ed. Code 60200-60213</i>	<u>Elementary school materials</u>
<i>Ed. Code 60226</i>	<u>Requirements for publishers and manufacturers</u>
<i>Ed. Code 60400-60411</i>	<u>High school textbooks and instructional materials</u>
<i>Ed. Code 60510-60511</i>	<u>Donation or sale of obsolete instructional materials</u>
Management Resources	Description
<i>California Department of Education Publication</i>	<u>Instructional Materials, FAQ</u>
<i>California Department of Education Publication</i>	<u>Standards for Evaluating Instructional Materials for Social Content, 2013</u>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>Department of Justice</u>
<i>Website</i>	<u>California Department of Education, Curriculum and Instruction Resources</u>
<i>Website</i>	<u>CSBA</u>
<i>Website</i>	<u>U.S. Department of Education, Office for Civil Rights</u>

Cross References

Policy

0410

1100

1250

Description

[Nondiscrimination In District Programs And Activities](#)

[Communication With The Public](#)

[Visitors/Outsiders](#)

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1250	<u>Visitors/ Outsiders</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1312.4	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(1)	<u>Williams Uniform Complaint Procedures</u>
1312.4-E(2)	<u>Williams Uniform Complaint Procedures</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
6000	<u>Concepts And Roles</u>
6141	<u>Curriculum Development And Evaluation</u>
6141	<u>Curriculum Development And Evaluation</u>
6142.6	<u>Visual And Performing Arts Education</u>
6142.92	<u>Mathematics Instruction</u>
6142.94	<u>History-Social Science Instruction</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6144	<u>Controversial Issues</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1	<u>Selection And Evaluation Of Instructional Materials</u>
6161.1-E(1)	<u>Selection And Evaluation Of Instructional Materials</u>
6161.11	<u>Supplementary Instructional Materials</u>
6161.2	<u>Damaged Or Lost Instructional Materials</u>
6163.1	<u>Library Media Centers</u>
9000	<u>Role Of The Board</u>
9005	<u>Governance Standards</u>
9012	<u>Board Member Electronic Communications</u>
9200	<u>Limits Of Board Member Authority</u>
9322	<u>Agenda/ Meeting Materials</u>