

**Exhibit (1) 1312.2 Complaints Concerning Instructional
Status: ADOPTED**

Original Adopted Date: 08/12/1998

Last Revised Date: 05/15/2024

**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.

Anonymous complaints will not be accepted.

Date: _____

Name of person filing complaint: _____

Group represented (*if any*): _____

Phone: _____

Email address: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom instructional material was used:

Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence, video frame, or

words, as appropriate. You may use additional pages if necessary.

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, is your estimate regarding the percentage of the amount read/heard/viewed?

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?

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

Signature of Complainant

For District Use:

Request received by: _____

Title: _____

Action taken: _____

Date: _____

08/12/98
12/90
03/06
7/12/06

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
Ed. Code 242

Ed. Code 243

Ed. Code 35010
Ed. Code 35160
Ed. Code 35186
Ed. Code 44805

Ed. Code 48907

Ed. Code 48950
Ed. Code 51204.5
Ed. Code 51501
Ed. Code 51511
Ed. Code 51933
Ed. Code 60000-60005
Ed. Code 60040-60052
Ed. Code 60119

Ed. Code 60200-60213
Ed. Code 60226
Ed. Code 60400-60411
Ed. Code 60510-60511

Management Resources

California Department of Education
Publication
California Department of Education
Publication
Website
Website
Website

Website
Website

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](#)
[Access to information about educational laws and policies regarding right to accurate and inclusive curriculum](#)
[Unlawful discrimination related to the use or prohibited use of textbooks and instructional materials](#)
[Control of district; prescription and enforcement of rules](#)
[Powers and duties of school boards](#)
[Williams uniform complaint procedures](#)
[Teacher enforcement of course of studies; use of textbooks, rules and regulations](#)
[Exercise of free expression; time, place and manner rules and regulations](#)
[Speech and other communication](#)
[Social sciences instruction; contributions of specified groups](#)
[Nondiscriminatory subject matter](#)
[Religious matters properly included in courses of study](#)
[Sexual health education and HIV prevention materials](#)
[Instructional materials; legislative intent](#)
[Requirements for instructional materials](#)
[Public hearing on sufficiency of textbooks and instructional materials](#)
[Elementary school materials](#)
[Requirements for publishers and manufacturers](#)
[High school textbooks and instructional materials](#)
[Donation or sale of obsolete instructional materials](#)

Description

[Instructional Materials, FAQ](#)

[Standards for Evaluating Instructional Materials for Social Content, 2013](#)
[CSBA District and County Office of Education Legal Services Department of Justice](#)
[California Department of Education, Curriculum and Instruction Resources](#)
[CSBA](#)
[U.S. Department of Education, Office for Civil Rights](#)

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
1100	Communication With The Public
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
6000	Concepts And Roles
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.6	Visual And Performing Arts Education
6142.92	Mathematics Instruction
6142.94	History-Social Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6161.2	Damaged Or Lost Instructional Materials
6163.1	Library Media Centers
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9200	Limits Of Board Member Authority
9322	Agenda/Meeting Materials