

## **Community Relations**

### **COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

**BP 1312.2**

The Governing Board 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 district staff, parents/guardians, and community members, and, as appropriate, students. 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.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit 1 for classroom instructional materials and exhibit 2 for library materials.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. (Education Code 35160)

However, a complaint related to the use or prohibited 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 that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

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The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

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#### *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

#### **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](#)*

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<i>Ed. Code 51204.5</i>	<a href="#"><u>Social sciences instruction; contributions of specified groups</u></a>
<i>Ed. Code 51501</i>	<a href="#"><u>Nondiscriminatory subject matter</u></a>
<i>Ed. Code 51511</i>	<a href="#"><u>Religious matters properly included in courses of study</u></a>
<i>Ed. Code 51933</i>	<a href="#"><u>Sexual health education and HIV prevention materials</u></a>
<i>Ed. Code 60000-60005</i>	<a href="#"><u>Instructional materials; legislative intent</u></a>
<i>Ed. Code 60040-60052</i>	<a href="#"><u>Requirements for instructional materials</u></a>
<i>Ed. Code 60119</i>	<a href="#"><u>Public hearing on sufficiency of textbooks and instructional materials</u></a>
<i>Ed. Code 60200-60213</i>	<a href="#"><u>Elementary school materials</u></a>
<i>Ed. Code 60226</i>	<a href="#"><u>Requirements for publishers and manufacturers</u></a>
<i>Ed. Code 60400-60411</i>	<a href="#"><u>High school textbooks and instructional materials</u></a>
<i>Ed. Code 60510-60511</i>	<a href="#"><u>Donation or sale of obsolete instructional materials</u></a>
<b>Management Resources</b>	<b>Description</b>
<i>California Department of Education Publication</i>	<a href="#"><u>Instructional Materials, FAQ</u></a>
<i>California Department of Education Publication</i>	<a href="#"><u>Standards for Evaluating Instructional Materials for Social Content, 2013</u></a>
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>Department of Justice</u></a>
<i>Website</i>	<a href="#"><u>California Department of Education, Curriculum and Instruction Resources</u></a>
<i>Website</i>	<a href="#"><u>CSBA</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>

### Cross References

<b>Code</b>	<b>Description</b>
0410	<a href="#"><u>Nondiscrimination In District Programs And Activities</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1250	<a href="#"><u>Visitors/Outsiders</u></a>
1250	<a href="#"><u>Visitors/Outsiders</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(1)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(2)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.4	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(1)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(2)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>

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6000	<a href="#"><u>Concepts And Roles</u></a>
6141	<a href="#"><u>Curriculum Development And Evaluation</u></a>
6141	<a href="#"><u>Curriculum Development And Evaluation</u></a>
6142.6	<a href="#"><u>Visual And Performing Arts Education</u></a>
6142.92	<a href="#"><u>Mathematics Instruction</u></a>
6142.94	<a href="#"><u>History-Social Science Instruction</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6143	<a href="#"><u>Courses Of Study</u></a>
6144	<a href="#"><u>Controversial Issues</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6161.2	<a href="#"><u>Damaged Or Lost Instructional Materials</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
9000	<a href="#"><u>Role Of The Board</u></a>
9005	<a href="#"><u>Governance Standards</u></a>
9012	<a href="#"><u>Board Member Electronic Communications</u></a>
9200	<a href="#"><u>Limits Of Board Member Authority</u></a>
9322	<a href="#"><u>Agenda/ Meeting Materials</u></a>

#### Policy

Adopted: September 12, 1995

Revised: 9/2014; 6/2024; 10/24/2024

#### PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California