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, 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, 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. Complaints shall be submitted using exhibit 1 for classroom instructional materials and exhibit 2 for library materials. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall provide the complainant with a written acknowledgement of its receipt and respond to any procedural questions the complainant may have. The principal shall then notify the Superintendent or designee, the teacher(s), 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.

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

Highlighted Language is PUSD exclusive

The Superintendent or designee may provide training to the review committee to ensure that the review committee is informed regarding its responsibilities, the criteria to follow when reviewing instructional materials, and applicable laws, Board policy(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent 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 or designee determines that a review committee is not necessary, the Superintendent 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's or review committee's decision to the Governing Board. The Board's decision shall be final.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	***Description***
5 CCR 4600-4670	*Uniform complaint procedures*
Ed. Code 1240	*County superintendent of schools; duties*
Ed. Code 18111	*Exclusion of books by Governing board that are sectarian, partisan, or denominational character*
Ed. Code 220	*Prohibition of discrimination*
Ed. Code 240-244	*Prohibition of discrimination; instructional materials*
Ed. Code 35010	*Control of district; prescription and enforcement of rules*
Ed. Code 35160	*Powers and duties of school boards*
Ed. Code 35186	*Williams uniform complaint procedures*
Ed. Code 44805	*Teacher enforcement of course of studies; use of textbooks, rules and regulations*
Ed. Code 48907	*Exercise of free expression; time, place, and manner rules and regulations*
Ed. Code 48950	*Speech and other communication*

Highlighted Language is PUSD exclusive

Ed. Code 51204.5	*Social sciences instruction; contributions of specified groups*
Ed. Code 51501	*Nondiscriminatory subject matter*
Ed. Code 51511	*Religious matters properly included in courses of study*
Ed. Code 51933	*Sexual health education and HIV prevention materials*
Ed. Code 60000-60005	*Instructional materials; legislative intent*
Ed. Code 60040-60052	*Requirements for instructional materials*
Ed. Code 60119	*Public hearing on sufficiency of textbooks and instructional materials*
Ed. Code 60200-60213	*Elementary school materials*
Ed. Code 60226	*Requirements for publishers and manufacturers*
Ed. Code 60400-60411	*High school textbooks and instructional materials*
Ed. Code 60510-60511	*Donation or sale of obsolete instructional materials*
Management Resources	***Description***
California Department of Education Publication	*Guidance for Local Instructional Materials Adoption, March 2024*
California Department of Education Publication	*Instructional Materials, FAQ*
California Department of Education Publication	*Standards for Evaluating Instructional Materials for Social Content, 2013*
California Department of Justice Publication	*Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, Jan. 2024*
California School Boards Association Publication	*State Roles, Responsibilities, and Process for Instructional Materials Adoption, Feb. 2024*
California School Boards Association Publication	*Instructional Materials Adoption: Local governing board responsibilities, Fact Sheet, Feb. 2024*
California School Boards Association Publication	*Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Feb. 2024*
Website	*CSBA District and County Office of Education Legal Services*
Website	*Department of Justice*
Website	*California Department of Education, Curriculum and Instruction Resources*
Website	*CSBA*
Website	*U.S. Department of Education, Office for Civil Rights*

Cross References

Policy	***Description***
0410	*Nondiscrimination In District Programs And Activities*
1100	*Communication With The Public*
1250	*Visitors/Outsiders*
1250	*Visitors/Outsiders*

Highlighted Language is PUSD exclusive

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*

Regulation **PASADENA UNIFIED SCHOOL DISTRICT**
Approved: September 12, 1995 Pasadena, California
Revised: 9/2014; 6/2024; 10/24/2024; 06/26/2025

Highlighted Language is PUSD exclusive