

# Administrative Regulation

Community Relations

AR 1312.2

## COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

### 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 ~~shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply~~ **and location of such material shall be given. 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 ~~acknowledge~~ **provide the complainant with a written acknowledgment of its receipt and answer any questions regarding procedure** ~~respond to any procedural questions the complainant may have.~~ The principal ~~then shall~~ **shall then** notify the Superintendent 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: ~~Superintendent Determination~~ **Review Committee**

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

If the Superintendent 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 or designee determines that a review committee is necessary, he/she~~**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 ~~community members~~**parents/guardians, students, and community members, as appropriate,** to serve on the committee.

~~The review committee shall review the criteria specified in 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.~~**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, 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, ~~he/she~~**the complainant** may appeal the Superintendent's or ~~the~~ review committee's decision to the Board. The Board's decision shall be final.

PERRIS UNION HIGH SCHOOL DISTRICT  
Perris, CA

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