

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 1000

Community Relations

AR 1312.2(1)

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, 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. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Parents/Guardians may use the Complaint Form included as Exhibit 1312.2 to submit a formal complaint concerning an instructional material used in a school or classroom.

Upon receiving a complaint, the principal shall provide the complainant with a written acknowledgment 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 by the Superintendent's review committee, the Superintendent or designee or, if the complainant files an appeal, the Board.

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. 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

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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 the review committee's decision to the Board within 5 school days after receipt of the decision. The Board's decision shall be final.

Adopted: 9-17-02

Amended: 3-06, 10-14-2025

Policy Reference:

State

5 CCR 4600-4670

Ed. Code 1240

Ed. Code 18111

Ed. Code 220

Ed. Code 240-244

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

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](#)

Prohibition of discrimination; 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

[Guidance for Local Instructional Materials Adoption, March 2024](#)

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California Department of Education Publication	<u>Instructional Materials, FAQ</u>
California Department of Education Publication	<u>Standards for Evaluating Instructional Materials for Social Content, 2013</u>
California Department of Justice Publication	<u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, Legal Alert, Jan. 2024</u>
California School Boards Association Publication	<u>State Roles, Responsibilities, and Process for Instructional Materials Adoption, Feb. 2024</u>
California School Boards Association Publication	<u>Instructional Materials Adoption: Local governing board responsibilities, Fact Sheet, Feb. 2024</u>
California School Boards Association Publication	<u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, Feb. 2024</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Department of Justice</u>
Website	<u>California Department of Education, Curriculum and Instruction Resources</u>
Website	<u>CSBA</u>
Website	<u>U.S. Department of Education, Office for Civil Rights</u>