

**Community Relations**

**COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS**

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 parents/guardians and community members. 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.

Complaints regarding instructional materials should normally be referred to the school principal. A written complaint must be submitted within sixty (60) days of the event giving rise to the complaint.

*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 – Supplementary Instructional Materials)*

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

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

The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent/designee's or review committee's decision as final. However, if the complainant remains unsatisfied, he/she may appeal the decision to the Board.

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees. The Board's decision shall be final.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams Uniform Complaint Procedure, AR 1312.4.

*Legal Reference:*

**EDUCATION CODE**

- 18111 Exclusion of books by governing board*
- 35010 Control of district; prescription and enforcement of rules*
- 60003 Power of governing board to select instructional materials*
- 60040-60047 Content requirements for instructional materials*
- 60200-60206 Elementary school material – selection and adoption*
- 60260 Legislative intent for ordering instructional material*
- 60262 Involvement of teachers, parents and community in instructional material selection*
- 60400-60404 Secondary school textbooks – selection and adoption*

*Management Resources:*

**PROGRAM ADVISORY**

- 1002.90 Selection of instructional materials, CIL: 90/91-02*

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Revised: 4/21/04; 6/28/06;  
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**WEST SONOMA COUNTY UHSD**  
Sebastopol, California