
CLOVIS UNIFIED SCHOOL DISTRICT

COMMUNITY RELATIONS COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS

The following procedures shall be used when parents/guardians, community members, or District employees submit complaints regarding the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment. The procedures apply to complaints concerning instructional materials from a current District employee, a resident who currently resides within the District's boundary, or a parent/guardian of a student currently enrolled in a District school.

A. INFORMAL COMPLAINT AND RECONSIDERATION

If a current District employee, a resident who currently resides within the District's boundary, or a parent/guardian of a student currently enrolled in a District school has a complaint regarding the content or use of any specific instructional material, such individual shall discuss the instructional material with the principal or designee. The school receiving a complaint regarding an instructional material shall try to resolve the complaint informally.

The principal, teacher librarian, or designee shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the instructional materials.

The principal or designee shall explain the particular learning function the challenged instructional material serves in the education program, its intended educational usefulness, and additional information regarding its use or refer the complainant to a District staff who can identify and explain the use of the instructional material.

B. FORMAL COMPLAINT AND RECONSIDERATION

1. Filing of Formal Complaint/Reconsideration Request

If a resolution is not obtained through the informal reconsideration procedure set forth in Section A. above, the complainant may file a formal complaint using Exhibit No. 1312.2 - Request Form - Reconsideration of Existing Instructional Materials (Request Form). The Request Form should be completed and signed by the complainant and filed with the principal or designee where the challenged instructional material is being used. A complainant is encouraged to use the Request Form but is not required to do so.

At any time after the filing of a formal complaint (Request Form), the complainant may agree to participate in the informal reconsideration process stated in Section A. above to resolve the formal complaint. If a resolution is reached through the informal reconsideration process as to one or more concerns stated in the formal complaint, the District shall provide written notice of the agreed-upon resolution to the complainant. The agreed-upon informal resolution shall be in lieu of a formal reconsideration and decision as to the concern(s) covered by the informal resolution.

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The principal or designee shall inform and provide a copy of the Request Form to the following District staff, as applicable:

- a. The Assistant Superintendent of Curriculum, Instruction, and Accountability (CI&A) and the appropriate administrator for Curriculum, Instruction, and Accountability (CI&A) if the Request Form contains a formal complaint regarding core instructional materials.
- b. The area/assistant superintendent if the Request Form contains a formal complaint regarding supplemental literature, library materials, and/or other instructional materials.

2. Convening of and Consideration of Reconsideration Request by Reconsideration Panel

Upon being informed of the filing of a Request Form regarding core instructional materials, the Assistant Superintendent of CI&A or designee shall convene a Reconsideration Panel to review the formal complaint. Upon being informed of the filing of a Request Form regarding supplemental literature, library materials, or other instructional materials, the appropriate area/assistant superintendent shall convene a Reconsideration Panel to review the formal complaint.

- a. Within five business days of the filing of the Request Form, the Assistant Superintendent of CI&A or the appropriate area/assistant superintendent or designee shall provide a copy of the Request Form to the Reconsideration Panel.
- b. The Reconsideration Panel shall be made up of members from the following:
 - (1) An administrator from CI&A and the appropriate area/assistant superintendent.
 - (2) A District principal.
 - (3) One or more teachers depending on the grade level and subject of the challenged instructional material.
 - (4) One or more parents/guardians of students currently enrolled in the District.
- c. The criteria for the Reconsideration Panel's decision may include the extent to which the challenged material supports the District's curriculum, the educational appropriateness of the material, its suitability for the age level of the student, and the intended educational use. Unless the Reconsideration Panel determines that additional time is needed, the Reconsideration Panel's reconsideration and decision shall be completed within 60 calendar days of the date the District received the formal complaint. Written notice of the decision shall be provided to the complainant.
- d. Before the Reconsideration Panel may accept a request to review instructional materials that the Reconsideration Panel has reviewed within the last five years, a majority of the

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Reconsideration Panel members must agree to do so. Every Request Form shall be acted upon by the Reconsideration Panel.

e. The decision of the Reconsideration Panel shall be final.

4. Access to Challenged Material During Reconsideration

During the reconsideration of the challenged material, such material may remain in use as determined by the principal or designee until a final decision has been reached by the Reconsideration Panel. However, upon request of the parent/guardian who has filed a Request Form, his/her child may be excused from using the challenged material until a decision is issued by the Reconsideration Panel. The teacher shall assign the student an alternative material of equal merit.

Adopted: 10/14/2021 (Contents of sections A and B moved from BP 3306 and modified)

Amended: 09/12/2024

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