

Fresno Unified Administrative Regulation (AR) 1312.2 Complaints Concerning Instructional Materials

The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding instructional materials used by the district.

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, they shall informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, they 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. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint.

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, their 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: Determination

The Superintendent's designee will determine whether a review committee should be convened to review the complaint. If the designee determines that a review committee is not necessary, they shall issue a decision regarding the complaint. Within 15 working days after the formal complaint is filed, the complainant shall be provided a written decision.

Step 4: Review Committee

If the designee determines that a review committee is necessary, they shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The designee may also appoint community members 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.

Within 30 working days of being convened, the review committee shall summarize its findings in a written report.

The designee shall notify the complainant of the committee's decision 15 working days of receiving the committee's report.

Step 5: Appeals

If the complainant remains unsatisfied, they may appeal to the Superintendent. The Superintendent's decision shall be final.

Fresno Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, medical information, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment.

Regulation FRESNO UNIFIED SCHOOL DISTRICT
approved: November 26, 1991 Fresno, California
revised: June 14, 2000
revised: May 17, 2021

Policy Section: 1000 Community Relations