

Public Concerns/Complaints about Instructional or Library/Media Center Resources and Materials (Public Complaint Form)

The Board of Education shall not permit any individual or group to exercise censorship over instructional materials and library/media center collections but recognizes that, at times, a reevaluation of certain materials may be desirable. Only parents/guardians of a student enrolled in the district, students enrolled in the district, residents of the district, and/or employees of the district may file a formal complaint within the same school year that the incident or concern that is the subject of the complaint occurred. Any complaint filed outside of this timeline shall not be considered. All complaints shall address one item per complaint. Any complaints addressing more than one item will be rejected and the complainant will be required to resubmit their complaint. A formal complaint shall be written, dated and signed, and filed with the superintendent or their designee. Incomplete complaints will be rejected and the complainant will be required to resubmit their complaint. The district will follow the process set forth in Policy KEC and its accompanying regulation, KEC-R, when responding to a formal complaint.

Name (please print) _____

Telephone _____ Email address _____

Physical address _____

City _____ Zip _____

Mailing address (if different from above) _____

City _____ Zip _____

School(s) in which the material is located or being used: _____

Complainant is a (check all that apply):

____ Parent/guardian of a student enrolled in the district (if yes, do you have a student who attends the school(s) listed above?) Yes _____ No _____

____ Student enrolled in the district (if yes, are you a student who attends the school listed above?)

Yes _____

No _____

____ Resident of the district: Yes _____ No _____

____ Employee of the district: Yes _____ No _____

What is the type of material in question:

____ Book ____ Video ____ Magazine ____ Pamphlet

____ Audio ____ Software ____ Other: _____

Title of Material _____

Author/Distributor (if applicable) _____

Copyright Year _____

Please answer the following questions. If sufficient space is not provided, attach additional sheets (maximum of 5 total). Please sign your name to each additional attachment.

1. Did you read/view/hear the entire material? ____ Yes ____ No

(If you have not read/viewed/or heard the entire material, (i) explain how you became aware of the materials, (ii) list all the sections/segments of the material that you find objectionable, and (iii) describe the reasons for your objections in section 5 below.)

2. Where is the material being used? ____ Classroom ____ Library/Media Center

a. If it is being used in a classroom, please provide the following information:

Grade _____ Name of class/subject _____

3. Are students required to use the material? ____ Yes ____ No

4. Have you read reviews of this material by reputable sources? If so, please list sources.

5. To what in the material do you object? (Please be specific; cite all pages, sections, or locations)

6. What do you believe is the theme or purpose of this material?

7. What do you feel might be the result of exposing students to this material?

8. For what age groups would you recommend this material?

9. In its place, what material(s) would you recommend?

10. What would you like your school to do about this material?

- ☐ Have it reevaluated by the professional staff responsible for material selection
- ☐ Do not assign it to students at this grade level
- ☐ Require parental permission for use
- ☐ Other

Signature of complainant

Date

Signature of person receiving complaint

Date

Please return this completed form to the principal by personal delivery, U.S. Mail, or email. Please keep a copy of this form for your records.

Pueblo School District No. 60, Pueblo, Colorado
4893-2830-6572, v. 2