

## **Superintendent File: KEC-R**

### **COMPLAINTS ABOUT LEARNING RESOURCES**

This policy provides channels of communication and a fair procedure for District parents/guardians, District students, District employees and District residents to follow in expressing and resolving concerns about learning resources, including instructional materials and activities, and in teaching the curriculum.

In reviewing complaints, some questions which should be asked to determine whether the complaint identified inconsistencies with the School District's initial selection objectives for the collection as a whole include:

1. Are the learning resources appropriate for instructional use such that they enrich and support attainment of the educational objectives of curriculum, taking into consideration the varied interests, abilities, intellectual development, and maturity levels of the learner?
2. Do the learning resources stimulate growth in Colorado Essential Skills and promote understanding of self, world or career?
3. Do the learning resources provide a background of information which will enable learners to think critically, collaborate, create or communicate?
4. Do the learning resources contribute to equitable presentation of controversial issues within the overall collection so that learners may practice critical analysis of all media?
5. Are the learning resources representative of the many diverse values, cultures and backgrounds?
6. Do the learning resources promote a comprehensive collection, appropriate for the interests and needs of the users?
7. Do the learning resources encourage enjoyment of reading, viewing, and listening and communication which is appropriate for all levels?
8. Do the learning resources present timely educational and community issues for the school staff and community?
9. Do the learning resources contribute to three or more of the above selection objectives considering the collection in its entirety?

## **Procedures for Review**

Concerns should be resolved at the building level whenever possible, as they are often the result of misunderstandings or misinformation and can be resolved through inquiry and discussions with building administrators and/or teachers or library media specialists. If the concern is not adequately addressed, then the concerned party may submit a formal complaint in writing by submitting a Citizen's Request for Reconsideration of a Learning Resource (KEC-E) to the applicable building administrator.

The following procedures for reviewing complaints and concerns about learning resources used in the schools of the District shall apply:

1. Discussion with Building Administrator
  - a. The building administrator will hold a conference with the concerned party. If the concerned party is dissatisfied with results of this initial conference, the building administrator will schedule a building level conference including the concerned party, building administrator, teacher, or media specialist/librarian and the library media director or other subject specialist who can identify and explain the use of the resource.
  - b. After the conference described above, the building administrator will check decisions on file at the District Library Media Center (DLMC) to determine whether the learning resources have been questioned before. If a decision is on file and the concern is substantially the same, the building administrator shall share that decision with the concerned party. If any significant difference is found in the concerns expressed, or if the learning resource has not been challenged before, the following procedures shall apply.
  - c. If the concerned party is dissatisfied with results of the conference or if the proposed action affects availability of the learning resource to other students, the building administrator will inform the concerned party of this regulation and provide the form, "Request for Reconsideration of Learning Resources," KEC-E.
  - d. Subject to provisions in this paragraph, upon receipt of the appropriate completed KEC-E form (the "complaint" or "complaint form"), the building administrator will forward the form, with a written report of the conference held with the concerned party/complainant who submitted the Request for Reconsideration of Learning Resources (hereinafter the "complainant"), to the library administrator at the DLMC, media specialist/librarian involved and the concerned party. If the complainant, building administrator, teacher, or media specialist/librarian and district library

- administrator agree on the proposed action which affects the availability of learning resources to other students, the complaint form and building administrator's report of the proposed action shall be forwarded directly to the superintendent or designee. The superintendent or designee may approve the action and then issue his/her decision to the Board, in accordance with paragraph 3, or disapprove, in which case the building administrator's report will be referred to the Assistant Superintendent or designee to begin the review process as provided below.
- e. If the complaint form requests a remedy that affects availability of the learning resources to other students, the form will be available for public inspection.
2. Review and Recommendation by the Challenged Learning Resources Committee
    - a. The Assistant Superintendent or designee will promptly review the form and the report to determine completeness and specificity of the complaint, and schedule a meeting of a Challenged Learning Resources Committee ("Committee").
    - b. The Committee shall be comprised of three members of the School District-Curriculum Advisory Council, Chair of the School Accountability Committee (SAC) at the school where the complaint arose, one School District Accountability Committee (DAC) member, one building administrator, one media specialist, one certified teacher, and one high school student. The building administrator, media specialist, and teacher will be selected by the Assistant Superintendent or designee. Other than the SAC Chair, members of the Committee shall not be from the school where the complaint arose.
    - c. A meeting of the Committee will be held to consider the complainant's Request for Reconsideration of a Learning Resource. Participants in this meeting will be limited to the complainant or designee, members of the Committee, the teacher or media specialist/librarian involved, the building administrator and the appropriate District curriculum administrator. During the meeting, the following information shall be reviewed: i) the written complaint; ii) building administrator's report; iii) available professional reviews; iv) applicable curriculum guides; v) objectives, criteria, and procedure for initial selection of learning resource(s); vi) oral or written information received from the complainant; vii) learning resource(s), and viii) merits of the questioned learning resource(s) or activity taken as a whole.
    - d. After conclusion of this meeting, the Committee will provide a written report and recommendation to the superintendent or designee.

- e. The Committee's review, evaluation, and recommendations shall be limited to the specific matters stated in the Request for Reconsideration of Learning Resources.
- f. The following courses of action are available for recommendation: no change in status; provide alternative assignment; use with professional guidance; use with parental permission; place at a different grade level or transfer the learning resource to the District media center; place other limitations upon the use of the learning resource or the activity; withdraw from use of all students of the school; withdraw the learning resource from all schools of the District.

3. Decision of the Superintendent

The superintendent will review the Committee's report and recommendations and will issue an administrative decision. If the administrative decision changes the previously board approved status of the resource, then the superintendent will submit it to the Board of Education for their consideration, at least one week prior to the next regular meeting. The superintendent will also inform the complainant, the Committee, and staff members involved of that decision.

4. Board Action

The Board may choose to approve the superintendent's recommendation or keep the status of the resource as previously approved.

5. Status During Review/Appeal

In the absence of extraordinary circumstances, no action affecting availability to other students of previously approved learning resources shall be taken until such time as this process has been completed.

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