

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: KEC

PUBLIC FEEDBACK OR COMPLAINTS ABOUT LEARNING RESOURCES

This policy outlines the process by which members of the public can submit a formal complaint or provide feedback on proposed learning resources or any existing resources used by the district. Proposed learning resources will be placed on public review for a period of 45 calendar days. The proposed learning materials will be displayed in a location conducive to public access and be available during normal business hours for review.

- I. Proposed Learning Resources (Policy IJ) -- Members of the public can submit a formal complaint or provide feedback on a proposed learning resource by following the process outlined below:
 - To submit **feedback** on a proposed learning resource, form KEC-E-1 will be used. Feedback, which is informative in nature, on existing and/or proposed instructional learning resources for use in the district will be accepted on form KEC-E-1. To submit a **formal complaint** on a proposed learning resource, form KEC-E-2 will be used. Formal complaints are then referred to the KEC committee for further evaluation.
 - Forms KEC-E-1 and/or KEC-E-2 submitted on PROPOSED learning resources will only be accepted during the 45-calendar day public comment period.

- II. Library Materials or Other Existing Resources
 - Formal complaints submitted on Library Materials (Policy IJL) or Other Existing resources (Policy IJ) filed via form KEC-E-2 will be referred to the KEC committee for further evaluation.

- III. Forms KEC-E-1 and/or KEC-E-2 are considered public documents and will be treated as such. The complainant's name is required. The district will retain the complainant's phone number and address.

Public Complaints (Form KEC-E-2)

When learning resources pursuant to Policy IJ (Learning Resources and Materials) and Policy IJL (Library Materials Selection and Adoption) are questioned, this policy is to be followed before a final decision is made concerning the use of the resource. Challenge of existing and/or proposed learning resources for use in the district will include the author, title, publisher, page number and other pertinent information of each item to which feedback is being made as recorded on the complaint portion of form KEC-E-2. This information will include detailed reasons for the objection. It is the responsibility of the complainant to have reviewed the entire contents of the material and the signature of complainant will attest to this fact. Challenges of material will neither be deemed complete nor be considered by committee until all the above information has been provided.

KEC Committee

- If a public complaint is submitted on an existing resource using the KEC-E-2 form, the KEC committee will be convened within 15 school days.
- If a public complaint is submitted on a resource considered for adoption, review of all of the complaints submitted per form KEC-E-2 will be reviewed after the 45 day public comment period ends.
- The committee will be designated by the Superintendent, unless otherwise noted, and shall consist of not more than nine members which may include:
 - One building-level administrator.

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- Three teachers.
- A non-voting member of the Subject Area Committee (SAC) and/or librarian, five (5) parents/patrons, and five (5) alternates will be selected by the Board of Trustees from an established pool created annually through an application process to be formed in August.
- Five (5) members will constitute a quorum. Five votes in the affirmative are required to advance a recommendation. No vote shall be taken with less than three (3) designated parent/patron members present. The Superintendent shall designate a district staff member to take minutes of the meeting. The format and content of the minutes shall be directed by the KEC Committee and such minutes shall be kept on file in the Superintendent's Office.

The KEC committee chairperson will be elected from the group by simple majority vote, and will set committee meeting dates, time and place.

I. Process for complaints filed against a learning resource considered for adoption:

The KEC committee will evaluate the questioned material and review the complaint. The committee will provide an opportunity to meet with the complainant and the school employee(s) responsible for the resource. In addition, the committee may request information from those who have facts pertinent to the complaint. All votes by the KEC committee may be an anonymous ballot. When the KEC committee deliberations are completed, the committee chairperson will forward its report, in writing, to the Curriculum Coordinating Council (CCC) and the Board of Trustees through the superintendent. The report will include one of the following recommendations:

1. Adoption
2. No adoption
3. Adoption with recommendations.

Policy IJ shall be followed after the KEC Committee has rendered its recommendation.

II. Process for complaints filed against a Library Material or existing resource:

The KEC committee will process complaints on Library Materials and/or existing resources by evaluating and analyzing the selection criteria identified in Policy IJL. The committee will provide an opportunity to meet with the complainant and they may request information from those who have facts pertinent to the complaint. All votes by the KEC committee may be by anonymous ballot. When the KEC committee deliberations are completed, the committee chairperson will forward its report, in writing, to the superintendent or designee. The report will include one of the following actions:

1. Accept the complaint and remove the resource.
2. Deny the complaint and retain the resource.
3. Retain the resource with recommendation.

After consideration, the KEC Committee shall prepare a written report on their decision and submit their report to the Superintendent within 30 days of rendering a decision.

The KEC report shall be mailed to the individual filing the complaint and the superintendent shall retain a copy, with copies forwarded to the principal, library staff, and Board of Trustees.

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Right of Appeal

The Superintendent will notify the complainant of the committee's action and their right to appeal to the Board of Trustees within 5 days of the recommendation and their right to appeal to the Board of Trustees. All requests for appeal shall be made in writing to the Superintendent within 30 business days of notification.

Should dissatisfaction on the part of the complainant still remain, the complainant may ask that the matter be placed on the agenda within the next 45 calendar days.

The Board will review the complaint in a manner the Board deems appropriate.

The decision of the Board shall be communicated in writing to all interested parties.

The decision of the Board shall be final and binding for the entire district for a period of one year; therefore, no materials that have been formally reviewed shall be reconsidered again for a period of at least one year.

Conflict of Interest

- District personnel serving on a SAC will not serve on the complaint committee during the resource adoption process for that subject matter.
- Board of Trustee members shall not be eligible to serve on the KEC Committee.
- A parent/patron resource pool member who chooses to submit a public concern (KEC-E 2) will be ineligible to serve on the KEC resource review committee until the complaint is resolved. Use of an alternate shall be determined by the Chair of the KEC Committee.

Recurring Public Complaints

- Once the concern/complaint is heard by the KEC complaint committee no consideration of the committee shall be required if a similar specific complaint (as decided by the complaint committee) has been considered and acted upon by the KEC complaint committee within the current fiscal year.

This policy will be adhered to in accordance with Policy IJ – Learning Resources and Materials.

Adopted: 11/16/93
Revised: 11/16/15
Revised: 10/15/2018

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KEC-E-1

**PUBLIC REQUEST FORM FOR EVALUATION AND RE-EVALUATION
OF SPECIFIC LEARNING MATERIALS**

PUBLIC FEEDBACK (Informative)

AUTHOR: _____ TITLE: _____

PUBLISHER/PRODUCER: _____ PAGE NO. _____

TYPE OF MATERIAL

TEXTBOOK _____ SOFTWARE _____

LIBRARY BOOK _____ AUDIO/VISUAL _____

OTHER _____ (PLEASE SPECIFY)

TELEPHONE: _____ ADDRESS: _____

PERSON REPRESENTS:

_____ SELF _____ ORGANIZATION _____ (NAME)

(Please answer the following questions)

1. Did you read, view, listen to or use the material in its entirety? ____ Yes ____ No

2. Share your thoughts on the resource.

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KEC-E-2

**PUBLIC REQUEST FORM FOR EVALUATION AND RE-EVALUATION
OF SPECIFIC LEARNING MATERIALS**

PUBLIC CONCERN (Complaint)

AUTHOR: _____ TITLE: _____

PUBLISHER/PRODUCER: _____ PAGE NO. _____

TYPE OF MATERIAL

TEXTBOOK _____ SOFTWARE _____

LIBRARY BOOK _____ AUDIO/VISUAL _____

OTHER _____ (PLEASE SPECIFY)

TELEPHONE: _____ ADDRESS: _____

PERSON REPRESENTS:

_____ SELF _____ ORGANIZATION _____ (NAME)

(Please answer the following questions)

1. Did you read, view, listen to or use the material in its entirety? ___ Yes ___ No

2. To what in the resource do you object? Please be specific - cite pages if possible.

3. What do you feel might be the result of reading, viewing, listening to, or using this resource?

4. What would you like to have done about this resource?

_____ No Adoption

_____ Adoption with Recommendations

_____ Removal from its current state