

**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 resources currently used for instructional purposes in any district classroom. Proposed learning resources will be placed on public review for a period of 45 calendar days. The proposed materials will be displayed in a location of easy public access and be available during normal business hours for review.

- I. Proposed Resources -- Members of the public can submit a formal complaint or provide feedback on a proposed resource by following the process outlined below:
  - To submit feedback on a proposed resource, form KEC-E-1 will be used.
  - To submit a formal complaint on a proposed resource, form KEC-E-2 will be used. Formal complaints are then referred to the challenge 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. Existing Resource
  - Formal complaints submitted on EXISTING resources filed via form KEC-E-2 will be referred to the complaint 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 Feedback (Form KEC-E-1)**

When providing feedback on newly proposed learning resources, this policy is to be followed before a final decision is made concerning the adoption of the resource. Feedback, which is informative in nature, on existing and/or proposed learning resources for use in the district will be accepted on form KEC-E-1.

**Public Complaints (Form KEC-E-2)**

When learning resources 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 learning material and the signature of complainant will attest to this fact. Challenges of learning material will neither be deemed complete nor be considered by committee until all the above information has been provided.

**Complaint Committee**

- If a public complaint is submitted on an existing resource using the KEC-E-2 form, the complaint 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.

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- The committee will consist of not more than nine members which may include:
  - The superintendent will designate one building-level administrator.
  - Three teachers designated by the superintendent.
  - A non-voting member of the Subject Area Committee (SAC) may be designated by the superintendent to serve as a liaison to the committee.
- 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. (Minutes will be kept on file at the Superintendent's office.)

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

The complaint committee will evaluate the questioned material and review the complaint. The committee may meet with the challenger 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 complaint committee may be an anonymous ballot. When the complaint 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.

**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.
- 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 specific to the curricular area.

**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

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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