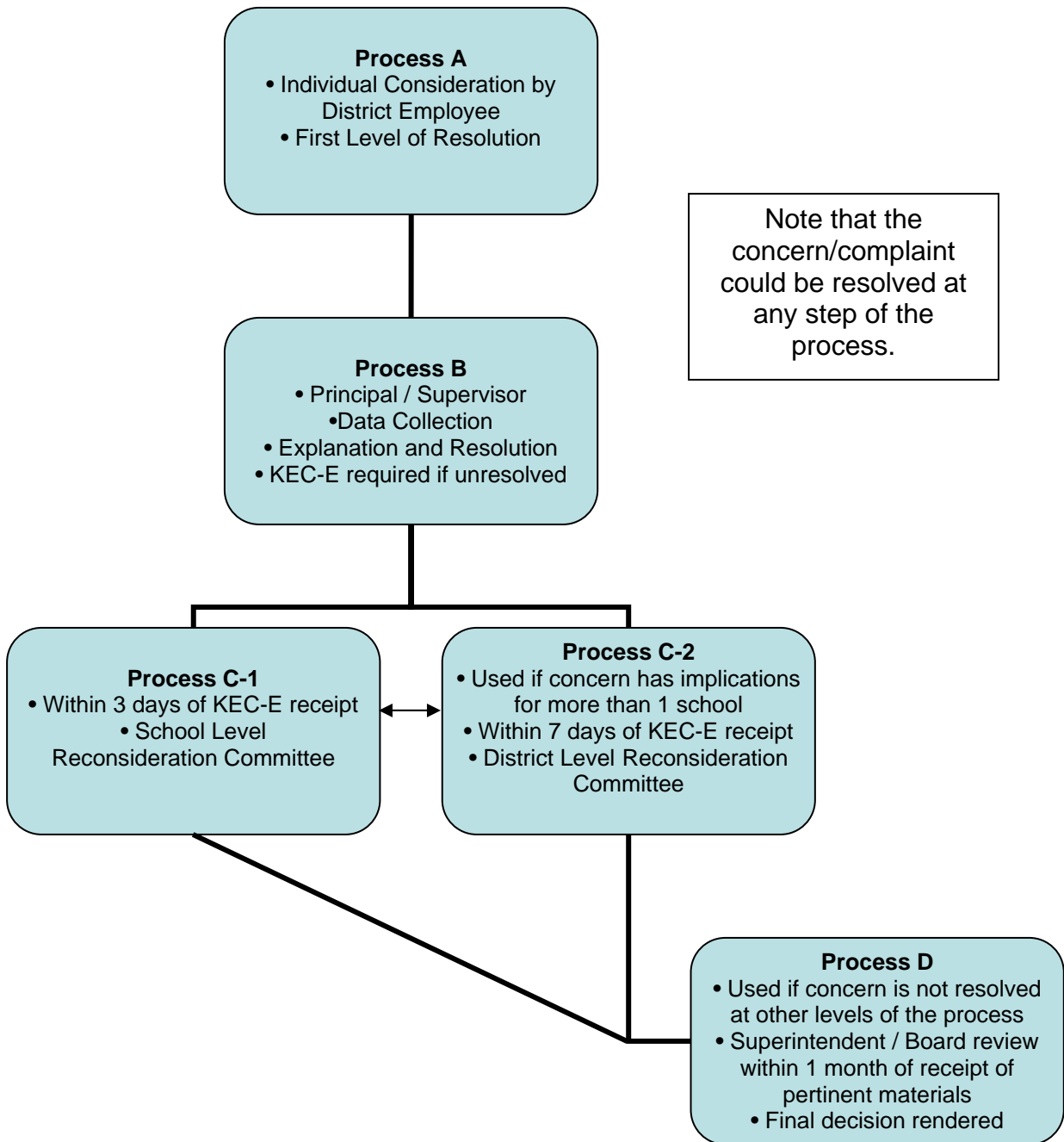


## Public Concerns/Complaints about Instructional Resources



### Process A–Request initiator and school employee

The initial complaint will be directed to the employee most closely/directly related to the complaint. These parties will make every effort to resolve the complaint at this level.

The method of addressing the complaint must move to Process B if the complaint cannot be resolved at this level or if it is determined that a decision at this level involves the following criteria: destruction, removal, elimination or substantial modification of any material or generally accepted standard practice which may have broad implications for the school.

**Process B–Principal/supervisor and request initiator**

If unresolved in Process A, the complaint will be directed to the appropriate building principal or supervisor who will record the following:

1. Date of the request
2. Name of the requester
3. Summary of the action requested
4. Manner in which the request was made (letter, phone, visit)

The principal/supervisor then will consult with the appropriate staff members involved to ascertain the response. On or before the fifth school day after the date of the contact to initiate Process B, the principal/supervisor will report the findings to the request initiator. This report will include an explanation of the findings and a proposed resolution as determined by the principal/supervisor.

If the explanation and resolution are acceptable to the request initiator, the principal/supervisor will take appropriate action to put the resolution into effect and file the complaint as resolved.

If the explanation and proposed resolution are not accepted by the request initiator, they will be provided with the “Citizen’s Request for Reconsideration of Instructional Material” form (KEC-E) and advised that this form must be completed, signed and returned to the principal/supervisor within five school days.

If the request initiator submits a completed and signed form to the principal/supervisor, action to address the complaint will move to Process C-1 if it still is determined that the complaint has an impact only at the school level.

If it is determined that the complaint has broad implications based on the criteria listed in Process A which will impact other schools within the District, actions to address the complaint will cease at the school level and immediately move to the district level and be addressed in Process C-2.

**Process C-1–School level reconsideration committee**

Within three school days of receipt of the completed KEC-E, the principal/supervisor will:

1. Send informational copies of the completed request form to the Superintendent or designee, appropriate director, manager of Media Services, appropriate student body representatives (students must be presently enrolled in the school) and parent advisory group (PAC).
2. Appoint a school level reconsideration committee comprised of:
  - a. Principal of the building or program supervisor who will chair the committee,
  - b. Three teachers, one may be a teacher librarian if appropriate,
  - c. Two parents, and
  - d. Two students. If it is an elementary school committee, secondary students may fill the student positions.
3. Provide copies of the completed KEC-E to all members of the school level reconsideration committee.

If a challenge to the curriculum which has reached a school level reconsideration committee hearing involves work by a student currently enrolled in District schools, the chair will make a good faith effort to identify and notify in a timely fashion the student and their parent/guardian that the hearing will be held.

The principal/supervisor will convene the school level reconsideration committee no sooner than the seventh school day after receipt of the completed KEC-E. The committee will meet as often as necessary to perform the following:

1. Review and consider all immediately available information,
2. Determine whether other human or material resources are needed to insure a prompt and inclusive response to the request,
3. Provide opportunity for the request initiator to meet with the committee. Provide opportunity for individuals opposing and supporting the request to meet with the committee,
4. Determine the number and frequency of presentations,
5. Evaluate all pertinent information and render a decision.

If it is determined that the complaint has broad implications based on the criteria listed in Process A which will impact other schools within the District, actions to address the complaint will cease at the school level and immediately move to the District level and be addressed in Process C-2.

The principal/supervisor will keep records of the proceedings.

On or before the 20th school day after receipt by the principal/supervisor of the completed KEC-E, a written copy of the decision rendered by the committee will be distributed to the Superintendent or designee, appropriate director, manager of Media Services, appropriate student body representatives and PAC.

If within 10 school days the chair has not received a written objection to the decision rendered by the committee, the chair will initiate action to insure that the decision is implemented and the committee disbanded.

If within 10 school days the chair receives from any District source a written objection to the decision rendered by the committee, the chair will:

1. Forward copies of the objection to the Superintendent or designee, appropriate director, manager of Media Services, appropriate student body representatives and PAC.
2. Advise the Superintendent or designee that procedures to address the complaint and subsequent objection to the resolution be moved to Process D.

#### **Process C-2–District level reconsideration committee**

The principal/supervisor will advise the Superintendent or designee that the complaint is considered to be of a nature which has implications for more than one school within the District.

The Superintendent or designee will determine if the complaint should be addressed by a District level reconsideration committee or be returned to the principal/supervisor and resolved through Process B or Process C-1. This decision will be made within three school days after being presented to the Superintendent or designee.

If it is determined that the complaint is to be addressed by the District level reconsideration committee, all relevant materials will be forwarded to the Superintendent or designee who immediately will:

1. Appoint a District level reconsideration committee comprised of:
  - a. Appropriate executive director who will chair the committee,
  - b. Appropriate District coordinator or supervisor. ,
  - c. Two experienced teachers from the appropriate grade level or subject area,
  - d. One principal from each level—elementary school, middle school and senior high school,
  - e. Four parents,

- f. Two students, and
  - g. One adult community member who is not a District employee and who does not presently have a student enrolled in the St. Vrain Valley School District.
2. Provide copies of the completed KEC-E to all members of the District level reconsideration committee.

If a challenge to the curriculum which has reached a District level reconsideration committee hearing involves work by a student currently enrolled in St. Vrain Valley schools, the chair will make a good faith effort to identify and notify in a timely fashion the student and their parent/guardian that the hearing will be held.

The designated executive director will convene the District level reconsideration committee no sooner than the seventh school day after receipt of the completed KEC-E. The committee will meet as often as necessary to perform the following:

1. Review and consider all immediately available information.
2. Determine whether other human or material resources are needed to insure a prompt and inclusive response to the request.
3. Provide opportunity for the request initiator to meet with the committee. Provide opportunity for individuals opposing and supporting the request to meet with the committee.
4. Determine the number and frequency of presentations.
5. Evaluate all pertinent information and render a decision.

The executive director will keep records of the proceedings.

On or before the 20th school day after the first meeting of the committee, the executive director will prepare a written copy of the decision rendered by the committee and distribute copies to the Superintendent or designee, appropriate directors, person initiating the complaint and all members of the committee. Copies also will be distributed to each building principal with instructions to share the decision with PACs and, as appropriate, with the student body.

If within 10 school days the chair has not received a written objection to the decision rendered by the committee, the chair will initiate action to insure that the decision is implemented and the committee disbanded.

If within 10 school days the chair receives from any District source a written objection to the decision rendered by the committee, the chair will:

1. Forward copies of the objection to the Superintendent or designee, all building principals and appropriate central office personnel.

2. Advise the Superintendent or designee that procedures to address the complaint and subsequent objection to the resolution be moved to Process D.
3. Forward all relevant materials to the Superintendent or designee.

### **Process D–District hearing**

The Superintendent or designee will have one month after receipt of all relevant materials to initiate hearing proceedings. These proceedings will provide:

1. An opportunity for a presentation by the request initiator,
2. An opportunity for a presentation by one or more persons but no more than five objecting to the decision rendered by the applicable reconsideration committee,
3. A review of the applicable reconsideration committee's decision by its chair and one other member,
4. Participation by a minimum of two representatives of the Board, and
5. Whatever else is deemed necessary by the Superintendent or designee.

The Superintendent or designee and the Board representative will render the final decision regarding the request for reconsideration and subsequent objections to the decision rendered by the applicable reconsideration committee. A written copy of the decision will be provided to the person requesting the reconsideration, to the principal/supervisor who received the initial complaint, to persons submitting written objections to the decision rendered by the reconsideration committee, and to members of the applicable reconsideration committee.

### **Guidelines related to the procedure**

1. Recognition of the fact that people of goodwill may differ without malice, without disruption or emotional outburst and without impugning the character or integrity of those who have different opinions. Therefore, all persons involved in reconsideration deliberations are expected to behave and speak in a manner which maintains the dignity of the proceedings.
2. An employee of the District or any member of the Board who is contacted by a person or group desiring reconsideration of special instructional materials will advise the person or group to contact the building principal or appropriate program supervisor to initiate the request.
3. At any point in the procedures where the term "principal" is used, it may be interpreted to mean assistant principal or principal designee in the absence of the principal.

4. Parties are invited to meet with the reconsideration committee at any level in order to provide a fair and balanced presentation of viewpoints. The committee will determine the number, frequency and duration of such presentations.
5. Once the reconsideration decision has been rendered through Process D, all subsequent requests for reconsideration of the identical materials will not be accepted for four calendar years from the date of final action.
6. All persons involved in this process are cautioned of the need to respect the privacy and Constitutional rights of each individual student. Efforts must insure that these rights are not violated as a result of working through this process to address a public complaint.

Approved February 16, 1976  
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Revised April 22, 1992  
Revised June 25, 2008

St. Vrain Valley School District RE-1J, Longmont, Colorado