

File: T- KEC-R / T-KEF-R

**Public Concerns/Complaints about Instructional Resources  
Teaching Methods, activities, and presentations**

**File Flow Chart**

**Process A**

Individual  
consideration/  
First level of resolution

**Process B**

Principal/designee  
Data collection  
Explanation & Resolution  
Withdrawal or Formal Filing

**Process C**

Form filed with Principal  
Curriculum Committee Review  
Public Meetings  
Recommendation to the Board  
10 day comment period  
Formal Board decision

**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 involves the destruction, removal, elimination or substantial modification of any BOD approved material, pilot program or generally accepted standard practice. Per policy T-IMB, parents are allowed to opt their child out of an objectionable area, and should be informed of this.

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

If unresolved in Process A, the complaint will be directed to the Principal/designee 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)

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The Principal/designee then will consult with the appropriate staff members involved to gather information. On or before the fifth school day after the date of the initial contact, the Principal/designee will report the findings to the request initiator, and inform them they may either withdraw the request for reconsideration, opt-out their child, and/or file a formal complaint T-KEC-E/T-KEF-E, if desired.

If the request initiator submits a completed and signed form, it should be given to the Principal, and action to address the complaint will move to Process C.

**Process Curriculum committee review:**

- 1 Within three school days of receipt of the completed request form, the Principal will send informational copies of the completed request form to the Assistant Principal, and curriculum committee chair, and cc the Board president.
- 2 The curriculum committee chair will provide copies of the completed request form to all members of the curriculum committee.

The chairman will make a good faith effort to identify and notify in a timely fashion the request initiator of the meeting(s) at which the material or instructional practice will be discussed.

- 3 The committee will meet as often as necessary to perform the following:
  - a. Review and consider all immediately available information
  - b. Announce time and date of meeting(s) and material to be discussed to the school population, in the school newsletter.
  - c. 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
  - d. Evaluate all pertinent information and give a recommendation by majority vote.
  - e. The curriculum president will report recommendation to the Board President for final board decision, make copies of recommendation available at the school office, and announce in the weekly newsletter that the copies of recommendation are available from the Principal.
- 4 The Principal will notify the request initiator of the date and time of the board meeting where this will be discussed. The Principal will also inform the Board of any letters from sources within the district which express opposition to the recommendation by the curriculum committee. The Board President will initiate hearing procedures when this occurs. In any event, the Board will make a final decision following a minimum wait period of 10 days from the time of the recommendation of the notice.

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

1. Recognizing 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 are expected to behave and speak in a civilized manner.
2. An employee of the school or any member of the Board who is contacted by a person or group desiring reconsideration of instructional materials or methods/activities will advise the person or group to contact the Principal or teacher most closely related to the issue 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 designee in the absence of the Principal.
4. Parties are invited to meet with the curriculum committee 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 Board has rendered a decision, all subsequent requests for reconsideration of the identical materials/activities will not be accepted for one calendar year from the date of final action. Methods will be considered on a case-by-case basis.
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 ensure that these rights are not violated as a result of working through this process to address a public complaint.

Adopted November 29, 1999

CROSS REF: T-IMB, Teaching About Controversial and Sensitive Issues  
T-KEC-E, Public Concerns/ Citizen's Request Form.