



## **School Policies**

### **KEC - PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**

Educational materials that may be deemed by some as objectionable may be considered by others as having sound educational value or worth. Any concerned District resident or employee of MSCS may request reconsideration of educational materials; however, the challenged material will not be removed from circulation while the MSCS' reconsideration process occurs.

The rights of students, parents, and teachers shall be respected. If complaints arise regarding educational materials or subject matter, they shall be handled by a fair and orderly process within a reasonable period of time. MSCS personnel, individually or collectively, who receive complaints shall not give formal consideration to such complaints until they have been addressed in the following manner:

1. If the complaint is lodged directly with a classroom teacher, an immediate dialogue between the teacher and the complainant is encouraged with the hope that the concern may be resolved at that level with no further action necessary.
2. If the complaint is lodged with someone other than the classroom teacher or School Director, the matter shall be referred immediately to the classroom teacher and the School Director.
3. The first effort of the School Director or other administrator in dealing with a complaint shall be to allow the classroom teacher involved to seek resolution of the concern with or without the involvement of the School Director as circumstances may indicate.
4. The School Director shall be notified of all requests for reconsideration regarding educational materials and may assist the classroom teacher and/or curriculum specialist by providing review and selection information.
5. If attempts at informal resolution of the complaint are unsuccessful, the complainant shall fill out the reconsideration form (KEC-E) provided by MSCS, after which a meeting shall be held involving the complainant, the classroom teacher, the School Director and/or other administrators, and other appropriate parties. Every reasonable effort shall be made to settle the matter at this level.

6. If further consideration is necessary, the complaint shall be referred to the MSCS Board and a decision shall be made as to whether temporary restrictions shall be placed on the use of the materials or subject matter pending resolution of the concern.
7. The MSCS Board shall select and chair a committee including appropriate representation of teachers, administrators, media specialists, and parents or other citizens. This committee shall hear all parties involved in the complaint and render to the complainant its decision in writing within 10 school days following the hearing. The Board's decision will be considered final.

Textbooks or supplementary text materials previously approved by the MSCS Board shall not be included in these procedures but shall be referred to the appropriate school personnel who shall make recommendations to the Board concerning their continued use.

Adopted by Board: May 26, 2020

Revised/Reviewed by Board: TBD

(continue adding Revised/Reviewed dates)