



## **COMPLAINTS ABOUT CURRICULUM OR INSTRUCTION**

The following procedures shall apply in handling complaints under Policy KEC:

### **A. Levels of Review**

Complaints shall proceed through the following levels of review:

1. Building or department level personnel
2. District administrator
3. Superintendent
4. Board of Education

### **B. Building or Department Level Review**

Complaints should be initiated by contacting the person at the building or department level who is responsible for the curriculum, or instructional activity, material, or strategy in question. Generally, this would be the teacher, however, issues of broader application in the school should be brought to the principal directly.

Review at the initial level is informal and should follow a discussion format.

### **C. District Level Review**

If the complaint is not resolved satisfactorily or in a timely manner by the building or department personnel, the Complainant may request review of the matter by the Area Superintendent or other appropriate district administrator. Such request shall be made in writing and within a reasonable period of time. The Request shall be submitted on KEC-E-1.

Within 15 working days of receiving the request, the Area Superintendent or designee shall review the prior decisions and at their discretion, may appoint a Curriculum and Instruction Issues Committee. If appointed, the Committee shall consist of stakeholders knowledgeable about the issues raised in the complaint (e.g., teacher, principal, media specialist, curriculum director, parent/community member). The Committee will receive appropriate training on District policy and procedure and will evaluate complaints according to adopted policies of the Boulder Valley School District.

The Committee will schedule a hearing with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party may appear and make statements and produce evidence relating to the complaint. The Committee may establish time requirements and other procedures in connection with the hearing as necessary. The Committee may also request presentations from the supervisor and parties involved and other expert witnesses in the area, and it may accept statements from interested persons. Within ten (10) working days of the hearing, unless additional time is needed, the Committee shall deliver recommended findings and a proposed decision in writing to the Area Superintendent.

The Area Superintendent or designee will make a decision and issue a written response within a reasonable time, but generally not longer than 30 working days or 45 working days if a hearing is held, after the date the request is received. The Area Superintendent's decision shall identify the process followed, the information received, and one of the following determinations:

- a. The material, issue, or strategy is compatible with the District's curriculum, instructional expectations, and policy and should not be restricted.
- b. The material, issue, or strategy is not compatible with the District's curriculum, instructional expectations, and policy and should be discontinued.
- c. The material, issue, or strategy should be limited to specified conditions.

To the extent permitted by law and Board policy, copies of the response will be provided to all parties involved.

#### **D. Superintendent**

If any one of the parties involved in the complaint is dissatisfied with the Area Superintendent's decision, they may appeal to the Superintendent. Such appeal shall be in writing and shall include a statement of the original complaint, the decisions reached in the prior steps, and a statement of the reasons for the appeal. This appeal must be submitted within ten (10) working days after receipt of the Area Superintendent's decision.

Within a reasonable period of time, usually within 15 working days of receiving the appeal, the Superintendent shall review the prior decisions and any records from prior hearings and, at their discretion, may convene a hearing or otherwise permit the parties to present further evidence or argument. Within a reasonable period of time, usually within ten working days after completion of this process, the Superintendent shall render a written decision and provide a copy to all parties. This decision shall be final unless the Board of Education accepts the matter for review.

#### **E. Board of Education**

If any one of the parties involved in the complaint is dissatisfied with the decision of the Superintendent, they may appeal to the Board of Education. Such appeal shall be in writing and directed to the Secretary of the Board and the Superintendent and shall include at least all prior decisions and a statement of the complaint and reasons for the appeal. An appeal must be submitted within ten (10) working days after the Superintendent's decision.

The Board shall have the discretion to accept or reject the matter for review. If it rejects the matter, the Superintendent's decision shall be final. If it accepts the matter, the Board shall schedule a meeting to convene within 30 calendar days of receiving the petition for appeal. At such meeting, the Board may hear argument from the parties, review the prior decisions and evidence, and make such inquiry as it deems necessary. The Board will render a written decision within ten working days, unless additional time is needed. The Board's decision will be final.

**End of File: KEC-R**