

## Public Concerns about Instructional Materials

The Board has approved principles governing the selection of all instructional materials, and has established policies pertaining to the selection process. The Board assumes final responsibility for all textbooks and instructional materials it makes available to students. The Board holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children.

Complaints about instructional materials should be initiated by directly contacting the people at the building level, including the teacher and principal. Review at this initial level is informal and should follow a discussion format.

If the complaint is not resolved satisfactorily, or in a timely manner, by the school, the complainant may request review of the curriculum, instructional activity, or material by submitting a written request. The request must be submitted within a reasonable period of time, generally not more than 30 days after the item or activity was identified.

Within 15 business days of receiving the request, the Superintendent will designate an employee who, together with the appropriate instructional personnel, will review the complaint, make a decision, and issue a written recommendation within 45 days of the date the request for review was initially received. When reviewing the complaint and issuing a decision, the designated employee should review the learning objectives, criteria, and procedure for initial selection of the instructional material, any information received, and the process followed to make the determination.

If the complainant is dissatisfied with the decision of the designated employee, they may appeal to the Board of Education within ten days of the designated employee's decision. The appeal should be in writing and directed to the Secretary of the Board and the Superintendent and must include (1) all prior decisions, (2) a statement of the complaint, and (3) reasons for the appeal. The Board has discretion in whether or not to take the appeal.

Adopted: August 2000  
Revised: September 2020  
Revised: June 2025  
Revised: November 2025

### CROSS REFS.:

#### *Administrative policies:*

- IJ, Instructional Materials Selection and Adoption
- IMB, Teaching about Controversial Issues and Use of Controversial Issues
- IJL, Library Resource Selection, Adoption and Reconsideration

Lake County School District R-1, Leadville, Colorado