

Purpose

The STEAD School maintains an open collection of books and reading materials accessible to students. These resources are provided to enrich learning, support inquiry, and reflect multiple perspectives, while respecting constitutional protections and Colorado law.

Standards

Books and other resources are selected, retained, and displayed based on:

- Educational value and age appropriateness;
- Alignment with curriculum and student interests;
- First Amendment protections (*Board of Education v. Pico*);
- Prohibition of obscene material (*Miller v. California*);
- Respect for the dignity of all people, consistent with Colorado's anti-discrimination laws.

Acquisition and Retention

- Resources are chosen by Campus Program Directors in consultation with faculty and administration.
- Materials remain available unless outdated, damaged, or removed as part of normal collection maintenance.

Reconsideration of Materials

- A parent/guardian of a currently enrolled student may request reconsideration of a book or resource by submitting the **Collection Reconsideration Form**.
- The same resource may not be reconsidered more than once every two years.
- A review committee (Campus Program Directors and an administrator) will evaluate the request using this policy's standards.
- A written determination will be issued and posted publicly.

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- All requests and determinations are subject to the Colorado Open Records Act.

Staff Protections

Campus Program Directors and other staff may not be penalized for:

- Refusing to remove a resource prior to completion of the reconsideration process; or
- Making good-faith decisions about acquisition, retention, or display of resources in compliance with this policy.

Transparency

This policy and the reconsideration process will be published annually in the Student & Family Handbook and posted on the school website.

The STEAD School — Collection Reconsideration Form

Purpose

This form allows a parent/guardian of a currently enrolled student to request review of a book or resource available in The STEAD School's student collection.

Parent/Guardian Information

- Name: _____
 - Student's Name & Grade: _____
 - Contact Information (phone/email):

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Book/Resource Information

- Title: _____
 - Author (if known): _____
 - Type of Resource: ☐ Book ☐ Digital Material ☐ Other _____
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Reason for Reconsideration

(Please explain why you believe this material should be reconsidered. Use additional pages if necessary.)

Requested Action

- ☐ Remove from collection

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- ☐ Limit access (specify how): _____
- ☐ Other: _____
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Acknowledgment

I understand that:

- Only parents/guardians of enrolled students may submit this form.
- The same resource cannot be reconsidered more than once every two years.
- This request and the school's determination are public records under the Colorado Open Records Act.

Signature: _____ Date: _____

Submit To:

Campus Program Director or School Administrator
The STEAD School
18251 Homestead Trail, Commerce City, CO 80022