

Challenged Material Reconsideration Process and Chart

Teacher/Librarian discusses problem with complainant

- **If Not Resolved**
 - Principal informally explains school selection procedure with complainant to reach resolution
- **If Not Resolved**
 - Becomes Formal Reconsideration
 - Principal gives complainant copy of Reconsideration of Instructional Materials form
 - Upon receipt of a completed Request for Reconsideration, principal appoints Reconsideration Committee.
 - Notifies Office of Curriculum and Instruction
 - Reconsideration committee reviews challenged materials
 - Complainant informed in writing of committee's decision within 30 days
- **If Resolved**
 - Matter is considered closed
 - Reconsideration Committee Report is filed
- **If Not Resolved**
 - Complainant may appeal to Office of Curriculum and Instruction within 10 days
- **If Resolved**
 - Matter is considered closed
 - Decision is filed
- **If Not Resolved**
 - Complainant may appeal to Superintendent or designee within 10 days

- **If Resolved**
 - Matter is considered closed
 - Decision is filed
- **If Not Resolved**
 - Complainant may request hearing before Board at next regular meeting

