



Although care has been taken to select appropriate resources for student use, there may be occasional objections to a selection or a portion of the content of a selected item.

Any school staff member, student, parent



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6. The Principal should review the selection and objection procedures annually with the teaching staff.

ACTIONS

1. School Level Information Review
 - 1.1 A member of the school community may request a review of a learning resource;
 - 1.2 The staff member initially receiving a complaint will attempt to resolve the complaint informally.
 - 1.3 If the issue cannot be resolved the staff member will refer the complaint to the Principal;
 - 1.4 The complainant will be informed of the particular place the questioned materials occupy in the educational program and their intended usefulness. The Principal may involve appropriate professional personnel in the explanation of the materials selection procedure, criteria, and the qualifications of those persons selecting the materials.
 - 1.5 If the complaint still cannot be resolved at the school level, the Principal will inform the complainant of the procedures to make a Formal Challenge.

2. FORMAL CHALLENGE to Review Appropriateness of Learning Resources
 - 2.1 Each school will keep on hand and make available "Request for Reconsideration of Learning Resources" forms (see School Administration Manual). All formal objections to learning resources must be made



school days of the filing of the form.

- 2.5 The RECONSIDERATION COMMITTEE will include:
- The Superintendent
 - The Principal
 - One member of the school teaching staff chosen by the school staff
 - A teacher from another school
 - Two parents of the school community chosen by the Superintendent
 - A teacher-librarian or curriculum specialist
 - An external professional representative of the community.
- 2.6 The Superintendent will:
- chair the Reconsideration Committee



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- 3.1 The Superintendent will forward a copy of the written report to the complainant.
 - 3.2 Copies of the report will be retained on file in the Office of the Superintendent and the school in question.
 - 3.3 Written reports, once filed, are confidential and are available for examination by the Superintendent, administrators, and approved personnel only.

4. Right of Appeal

- 4.1 If the complainant is not satisfied with the decision, he/she may, within fifteen (15) days of receipt of the decision, request in writing to the Superintendent that the matter be placed on next scheduled Board of Directors meeting agenda for review.
- 4.2 The Board of Directors will examine the written request to determine whether it will review the Reconsideration Committee's decision.

The decision of the Board of Directors will be communicated to the complainant. If the Board of Directors decides to hold a hearing it will establish procedures accordingly.
