

# RECONSIDERATION TIMELINE

## REQUEST FOR INFORMAL RECONSIDERATION

The school receiving a complaint regarding a learning resource shall try to resolve the issue informally.

### Step One

Within 5  
working days of  
receiving the  
complaint

### STEP ONE: INFORMAL PROCESS

- Teacher or Librarian meets with the complainant
- listens to concerns
- explains selection procedures, placement, and intended usefulness
- works with the complainant to resolve concerns including, but not limited to, offering the student, if a student is involved, another comparable and acceptable learning resource.

### Step Two

Within 5  
working days  
after  
completion of  
Step One  
Conference

### STEP TWO: INFORMAL PROCESS

If complainant is not satisfied and wishes to continue:

- complainant meets with principal who:
  - listens to concerns
  - works to resolve complaint
- Principal may also refer complainant to someone else who could provide additional information as needed.

## REQUEST FOR FORMAL RECONSIDERATION

If the complainant wishes to file a formal challenge, all steps in the Request for Informal Reconsideration of this policy must have been completed. Complainant must have read the book/resource in its entirety

### LEVEL ONE: FORMAL PROCESS

#### Level I

10 working  
days after  
Step Two of  
Informal  
Process  
Completed

- Complainant notifies campus principal that they wish to file a formal complaint
- Principal provides complainant forms and immediately notifies Legal Services
- Upon receipt of Level I Reconsideration Form, principal shall form School Reconsideration Committee
- Committee shall meet within 10 working days of receipt of Formal Reconsideration Level I form completing and signing the Checklist for Reconsideration of Instructional Resources found in EF (Exhibit).
- No later than 10 working days after the meeting, participants shall receive signed copies of the completed and signed Checklist.
- The decision of this reconsideration committee is binding for the individual school where the challenge was filed.

#### Level II

10 working days  
within receipt of  
completed and  
signed Campus  
Committee  
Level I form

### LEVEL II: FORMAL PROCESS

- complainant submits a completed and signed copy of Reconsideration Form for Level II
- only complaints from Level I form may be presented at Level II
- upon receipt of completed form, Superintendent forms District-level reconsideration committee
- within 10 working days of receipt of completed request form, committee meets
- completed and signed reconsideration form submitted to Superintendent for review, consideration, and decision
- The decision of the Superintendent is binding for all campuses in the district

#### Level III

within 10  
working days of  
receipt of Level II  
reconsideration  
checklist

### LEVEL III: FORMAL PROCESS

- appeal to School Board must be submitted in writing with form provided by the Board
- Only specific complaints and supporting facts presented in Level II may be presented in Level III
- If the Board does not add the matter to the next meeting, the Level II decision is upheld.
- If the Board does add the matter to the agenda for the next meeting, the Board will listen to the reconsideration request
- Once the Board has responded to the appeal, the matter is concluded.

### KEY POINTS

- Students' First Amendment rights are implicated by the removal of books from the shelves of a school library. Bd. of Educ. v. Pico, 457 U.S. 853 (1982) (EF Legal)
- Reconsideration Forms EF (Exhibit)
- Materials are not removed during the reconsideration process.