Appendix A: Request for Reconsideration of a Learning Resource Flow Chart

REQUEST FOR RECONSIDERATION



REQUEST FOR RECONSIDERATION OF A LEARNING RESOURCE FORM

Upon receiving a request for reconsideration, the teacher, teacher-librarian, and/or principal will provide the requestor with a **Request for Reconsideration of a Learning Resource Form** to be <u>completed and returned to the principal</u> and forwarded to the Superintendent or designate.

STAGE 1: DISTRICT LEVEL

COMMITTEE MEETING

The Superintendent/designate will call a meeting of the District Ad Hoc Learning Resources Review Committee (the Committee). The Committee reviews the learning resource and determines whether it conforms to the principles outlined in Policy 6163.1 on Learning Resources.

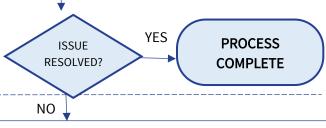


COMMITTEE REPORT

The Committee prepares a written report with background information and their decision for the Superintendent.

PARTIES INFORMED

The requestor, the principal, and the Board shall be informed in writing of the Committee's decision. The written decision will include information about the board level appeal and the deadline for appeal.



STAGE 2: BOARD LEVEL

APPEAL TO THE BOARD

If the requestor is not satisfied with the Committee's decision, they may appeal it to the Board by notifying the Committee Chair within 10 working days of receiving the committee's decision.

APPEAL MEETING

The Board reviews the challenged resource and provided information from the Committee and determines whether it confirms with the principles outlined in Policy 6163.1 on Learning Resources.



FINAL DECISION

The Board shall notify the requestor and Superintendent of their final decision in writing.

SCHOOLS INFORMED

The Superintendent or designate shall notify schools in the District of the final decision as appropriate.

PROCESS COMPLETE