

SELECTION OF INSTRUCTIONAL MATERIALS

Questioned or Challenged Material

Anyone wishing to request reconsideration of the use of specific instructional materials used by a direct service program operated by the PSESD shall follow the steps as outlined in this procedure. Requests for reconsideration will be responded to as rapidly as possible with the number of days indicated at each step to be considered the maximum. Time limits may be extended by mutual consent.

1. Informal Resolution of the Request for Reconsideration

Request for reconsideration of the use of specific instructional materials should first be brought to the PSESD program staff and resolved informally. Every effort will be made to resolve the concern at this level. If the concern is not resolved satisfactorily, the requestor may initiate a formal process to resolve the complaint.

2. Formal Resolution of the Request for Reconsideration

The person requesting reconsideration of the use of specific instructional materials may initiate a formal complaint by providing a written letter to the PSESD Assistant Superintendent for Learning, Teaching and Family Support. The letter shall identify the PSESD program, the specific instructional material being challenged, describe the specific objections to the material, and any other information necessary for the Assistant Superintendent to properly consider the request for reconsideration. The letter must be signed and include the requestor's contact information.

Upon receipt of the letter from the requestor, the Assistant Superintendent will conduct a review of the instructional material and their use and the information provided by the requestor. Within thirty (10) working days of receiving the letter, the Assistant Superintendent shall invite the requestor to a formal conference and conduct a meeting with the requestor and appropriate PSESD program staff to discuss the request for reconsideration.

A written response to the requestor shall be provided within ten (10) working days of the conference. If the request for reconsideration of the use of specific instructional material has not been resolved to the satisfaction of the requestor, the requestor may file a written appeal.

3. Appeal

An appeal must be delivered in writing to the PSESD Superintendent within fourteen (14) working days of receipt of the written response from the PSESD Assistant Superintendent for Learning, Teaching and Family Support. Within 30 (thirty) working days of receiving the request, the PSESD Board of Directors will conduct an open hearing to include the individual making the request, the PSESD program director and the PSESD Assistant Superintendent of Learning, Teaching and Family Support. The Board will make the final decision on the appeal. The final decision will be delivered in writing to the requestor within five (5) working days of the hearing.

