

HURST-EULESS-BEDFORD ISD EF(LOCAL)

RECONSIDERATION PROCEDURES FOR CHALLENGED MATERIALS

REQUEST FOR INFORMAL RECONSIDERATION

The school receiving a concern shall try to resolve the issue informally.

1

TEACHER OR LIBRARIAN MEETS WITH THE COMPLAINANT

- Listens to concerns
- Explains selection procedures, placement and intended usefulness with the complainant to resolve concerns

2

CAMPUS PRINCIPAL MEETS WITH THE COMPLAINANT

- Listens to concerns
- Works to resolve complaint; may offer another comparable and acceptable learning resource if appropriate

REQUEST FOR FORMAL RECONSIDERATION

If the complainant wishes to file a formal challenge, all steps in the Request for Informal Reconsideration must have been completed.

FORMAL RECONSIDERATION - LEVEL 1 (CAMPUS)

- Complainant notifies principal (within 15 days of informal decision) that they wish to make a formal challenge; principal provides complainant with appropriate paperwork
- Upon receipt of paperwork, campus principal will form a campus committee to review challenged materials
- Committee reviews materials and meets as soon as reasonably possible (within 10 days); reaches a decision and produces a written report

FORMAL RECONSIDERATION - LEVEL 2 (SUPERINTENDENT)

- Must file appeal paperwork within 10 days and provide all supporting documents from Level 1 decision
- Superintendent or designee will meet with complainant within 10 days of receipt of paperwork and provide a decision within 10 days following the conference

FORMAL RECONSIDERATION - LEVEL 3 (SCHOOL BOARD)

- Must file appeal paperwork within 10 days; Superintendent or designee will provide the Board with the record of the Level 2 appeal
- Any new information introduced by the administration will also be provided to complainant at least three days prior to the hearing
- Board may give notice orally or in writing at any time up to and including the next regularly-scheduled Board meeting; the lack of response by the Board upholds the administrative decision of Level 2