REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL FLOW CHART

Complainant
a. An individual, represent himself, a group or another organization
b. Concern is expressed about a textbook, periodical or other instructional materials

Contact
a. Usually by telephone, but also by personal contact or letter.
b. Generally contacts principal, but may contact other personnel, including Central Office staff.
c. If contact is made to personnel other than the principal, the principal should be informed.
d. Accurate records must be maintained.

Principal
a. Principal should review the complaint and try to resolve the situation by contacting appropriate individuals.
   a. Making contact with a teacher, if the materials are individual teacher selections, to work with the complainant.
   b. If division has selected the materials, the principal tries to resolve the complaint with the complainant.

   If the complaint is resolved then the appropriate action is taken.
   If, after conferences with the teacher and principal the complainant is not satisfied, a form should be completed by the complainant.

Principal
a. On return of completed form, principal immediately convenes a committee to study and act on the complaint.
b. Committee composed of principal, teachers and students of area under complaint, and parents of school involved. The complainant is to be present.
c. The Local School Committee is to read, study, and consider material under question.

   If complaint is acknowledged, appropriate action is taken.
   If complaint is unresolved to the satisfaction of the complainant and an appeal is desired, a complete recording of the procedure and a request for the appeal will be sent to the Superintendent.

Superintendent
a. Superintendent studies the proceedings and refers to a division committee composed of: Assistant Superintendents for Instructional Services and Administrative Services, and Teachers and Parents. The Complainant should be present.
b. Committee studies the materials and recordings of the previous committee and reaches a conclusion.

   If complaint is acknowledged, appropriate action is taken.
   If complaint is unresolved, the committee sends recordings to the Superintendent.

Superintendent and School Board
a. School Board reviews all proceedings and recordings of previous actions.
b. School Board Action Is Final.