

INSTRUCTIONAL RESOURCES:
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA (REGULATION)
(EXHIBIT)

See the following pages for forms regarding:

- Exhibit A: Request for Reconsideration of Instructional Resources -- 2 pages
- Exhibit B: Checklist for Reconsideration of Instructional Resources -- 2 pages
- Exhibit C: Sample Decision Letter to Parent – 1 page
- Exhibit D: Appeal Request for Instructional Resources – Level II – 1 page
- Exhibit E: Appeal Request for Instructional Resources – Level III – 1 page

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EXHIBIT A

Northwest Independent School District

Request for Reconsideration of Instructional Resources

Type of Resource (book, filmstrip, video, DVD etc.)		
Title of Resource		
Author, Editor, or Compiler		
Publisher		
Request Initiated By		
Telephone	Address	
City	State	Zip
Complainant Represents: <input type="checkbox"/> Himself/Herself <input type="checkbox"/> Organization -- Name of Organization _____ <input type="checkbox"/> Other Group --- Identify other group _____		

1. To what in the material or resource do you object? (Please be specific: cite pages, frames in a filmstrip, film sequence, band number on a record, etc.)
2. What do you feel might be the result of a student using this resource in a learning situation?
3. For what age group would you recommend this resource?
4. Is there anything good about this resource?
5. Did you read the entire book, see the entire video or DVD, listen to the entire recording, evaluate the entire kit, or evaluate only parts of the kit? <input type="checkbox"/> Entire material reviewed <input type="checkbox"/> Reviewed only part(s) What part(s)? _____

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6. Are you aware of the judgment of this resource or material by literary critics and/or subject area specialists?
7. What do you believe is the theme and/or purpose of this material or resource?
8. What would you like your school to do about this material or resource? <input type="checkbox"/> have it reevaluated by an ad hoc committee <input type="checkbox"/> withdraw it from all students <input type="checkbox"/> other Name of your local school _____
9. (Answer only one) a. What other book of equal literary quality or comparable subject information would you recommend that would be as valuable? _____ b. What other audio or visual resource of equal value to the instructional program would you recommend? _____

Signature of Complainant	Date
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Return to: Principal/Administrator _____ Campus _____ Address _____ City _____ State _____ Zip _____
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Copied by Campus to: Assistant Superintendent for Curriculum and Instruction
Elementary/Secondary Lead Library Media Specialist

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EXHIBIT B

Northwest Independent School District

Checklist for Reconsideration of Instructional Resources

Type of Resource
Title of Resource
Author, Editor, or Compiler
Publisher

A. Purpose

1. What is the overall purpose or theme of the material or resource?
2. Is the purpose accomplished? <input type="checkbox"/> Yes <input type="checkbox"/> No

B. Appropriateness

1. Does the resource promote the educational goals and objectives of the curriculum of District schools? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is it appropriate to the level of instruction intended? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the illustrations appropriate to the subject and age levels? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the text appropriate to the age level intended? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. What are the good qualities of this material?
6. What do you feel might be the result of a student using this resource?

C. Content

1. Is the content of this material or resource well presented by providing adequate scope, range, depth, and continuity? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does it present information not otherwise available? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does it give a new or different dimension or direction to its subject than others available?

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D. Authenticity (for works of nonfiction)

1. Is the author or presenter competent and qualified in the field? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. What is the reputation and significance of the author or publisher/producer in the field? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the material or resource up-to-date and current? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are information sources well documented either in the resource or in guides? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are translations and retellings faithful to the original? <input type="checkbox"/> Yes <input type="checkbox"/> No

E. Review/Evaluation

1. Source of Review/Evaluation _____ <input type="checkbox"/> Favorably reviewed <input type="checkbox"/> Unfavorably reviewed
2. Does this title or resource appear in one or more reputable selection aids? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is yes, please list titles of selection aids: _____ _____
Additional Comments
Recommendation by Campus Review Committee for Treatment of Questioned Resource

Signature of Committee Chairman	Date
Signature of Committee Member	Date
Signature of Committee Member	Date
Signature of Committee Member	Date
Signature of Committee Member	Date
Signature of Committee Member	Date

Copy to: Assistant Superintendent for Curriculum and Instruction
Elementary/Secondary Lead Library Media Specialist

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EXHIBIT C

Sample Campus-Level Decision Letter

(Modify letter for instances when the committee agrees with complainant)

(Date)

(Name of Complainant)
(Address)
(City, State, Zip)

Dear (Name of Complainant),

The Level I Committee for Reconsideration of Instructional Resources met on (date), to review the (type of resource, i.e. novel, DVD, etc.), (*title* and author of resource). The committee was composed of two parents, two teachers, the campus library media specialist and a campus administrator who served as the non-voting chairperson.

The committee reviewed and discussed your request for reconsideration. In addition, the committee thoroughly discussed the (type of resource) covering its overall themes, student responses to the resource, as well as its possible use as a tool for classroom instruction. The group also determined whether the (type of resource) conforms to the principles outlined in the District's local Board policy at EFA.

The Level I committee recommended that the (type of resource) remain in the library media center's collection and determined that the District's criteria for selection of instructional resources were followed. The committee concluded that while a parent might find the (type of resource) to be objectionable for his child, to remove the resource in question from the library collection would not be an appropriate response. The library collection should represent and support the varied interests and reading levels of all students. The committee further noted that students must learn to self-select appropriate material based on their own personal interests as well as maturity and reading ability.

Thank you for bringing your concerns to our attention. You have the right to appeal the decision of the Level I committee within ten (10) business days of receipt of this letter. Should you choose to appeal the committee's decision, the form to do so is enclosed. If you have any questions, please contact me at (phone number).

Sincerely,

Your Name
Your Title

Enclosure: Level II Appeal form

cc: Assistant Superintendent for Curriculum and Instruction
Elementary/Secondary Lead Library Media Specialists

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EXHIBIT D

Northwest Independent School District

Appeal Request for Instructional Resources Level II - District Instructional Materials Appeals Committee

Northwest Independent School District
Assistant Superintendent for Curriculum and Instruction
PO Box 77070
Ft. Worth, Texas 76177

Title
Author
Campus

I have received the report on the decision of the campus reconsideration committee concerning the material listed above. After due consideration, I would like to formally appeal this decision.

I understand that:

1. It is not necessary for me to furnish previously submitted material, as the District has the original request for reconsideration and the campus committee report.
2. The appeals committee will meet within 20 school days of the receipt of this request.
3. I will be informed of the decision reached by the appeals committee.

Thank you for your consideration.

Sincerely,

Signature of Complainant	Date
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EXHIBIT E

Northwest Independent School District

Appeal Request for Instructional Resources Level III - District Instructional Materials Appeal to the Board

Northwest Independent School District
Assistant Superintendent for Curriculum and Instruction
PO Box 77070
Ft. Worth, Texas 76177

Title
Author
Campus

I have received the report on the decision of the District-level reconsideration committee concerning the material listed above. After due consideration, I would like to formally appeal this decision.

I understand that:

1. It is not necessary for me to furnish previously submitted material, as the District has the original request for reconsideration and the campus committee report.
2. I will be notified of the date, time, and place of the Board meeting at which the complaint will be placed on the agenda for the Board to consider
3. I will be informed of the decision reached by the Board.

Thank you for your consideration.

Sincerely,

Signature of Complainant	Date
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