

Godley ISD Policies and Procedures for the  
Selection, Review, and Reconsideration  
of Library Materials

The District possesses significant discretion to determine the materials, resources and content housed in the Center for Learning and Innovation (CLI) and used in the classrooms, and must exercise this discretion in a manner consistent with the First Amendment. Students' First Amendment rights are impacted by the removal of books from the shelves of a classroom or school library. The District shall not remove materials for the purpose of denying students access to ideas with which the District, or an individual or group within, disagrees. The District may remove materials because they are pervasively vulgar or based solely upon the educational suitability of the books in question.

Bd. of Educ. v. Pico , 457 U.S. 853 (1982)32

Godley ISD recognizes that the final decision on what materials an individual student will use rests with that student's parents/guardians; however, the wishes of one child's parent/guardian to restrict the reading or viewing of a particular item cannot infringe on another parent/guardian's right to permit their child to read or view the same material.

The diverse needs of students are taken into account when materials are being selected, and reviewed with an emphasis on ensuring materials are free from bias and address a variety of relevant topics including, but not limited to: race, poverty, gender, mental health, language, and technology. Not every selection is relevant for all readers. All Godley ISD students are instructed by teachers and librarians that if they choose a book that makes them uncomfortable, they should return it and make another selection.

Consideration for Material Selection/ Review/ Reconsideration:

- I. People Responsible:
  - A. STEM/ CLI Coordinator
  - B. STEM/ CLI Teacher
- II. Selection Policy:
  - A. Godley ISD will follow Board Approved Policy:
    1. Instructional Resources (EF Legal)
    2. Instructional Resources (EF Local)
  - B. Administrative Regulations for material selection
  - C. Library specific needs based on age and needs of campus
- III. Criteria for Selection:
  - A. Materials will be selected for their strengths rather than rejected for their weaknesses.
  - B. Relevance and alignment to the curriculum and goals of the campus/ district
  - C. Content
    1. Factual content is accurate, reliable and authoritative

2. Material is age appropriate and appeals to a wide range of students
  3. Suitable for academic and/or recreational purposes
  4. Provisions for alternate or opposing viewpoints
  5. Represents a diverse range of characters and situations
  6. Addresses controversial or sensitive topics appropriately
  7. Treatment of subject is clear, understandable, skillful and well-organized
  8. Timeliness or permanence of the content
- D. Style:
1. Literary style, artistic quality and authenticity
  2. Appeals to a wide range of users
  3. Quality and variety of format for accessibility
    - a) Audiobooks
    - b) Braille
    - c) Languages other than English
- E. Cost and Durability of the Materials
- F. Potential or known demand
- G. Reputation, significance and historical works of the author, illustrator, producer

Procedures for Requesting Review/ Reconsideration of Materials:

- I. A parent/ legal guardian of a District student, an employee, or a District resident may request the review and reconsideration of an instructional resource used in the District's educational program on the basis of appropriateness.
  - A. Request for Review
    1. An individual with a concern regarding the appropriateness of any instructional material should begin by completing a "Request for Review" form and submitting it to the campus office.
    2. The campus receiving the form shall attempt to resolve the matter informally using the following procedure:
      - a) Determine if the material(s):
        - (1) are present on campus/ in district,
        - (2) are placed appropriately based on age/ grade level,
        - (3) continue to meet District standards for selection/ retention.
      - b) In the event any of these criteria are NOT met the campus administrator or CLI Coordinator will contact the individual.
      - c) If the book is placed appropriately and meets selection criteria, the CLI Coordinator will review the material and set a meeting with the individual to discuss:
        - (1) the selection process and criteria (listed above),
        - (2) the qualifications of the staff who selected the resource,
        - (3) the intended educational purpose, and

(4) any additional information regarding the material..

- d) If appropriate, the campus may offer an alternate resource to be used in place of the challenged resource.
- e) If the concern cannot be resolved informally the Reconsideration Committee will be convened.

#### B. Request for Reconsideration

1. The CLI Coordinator shall convene a campus Reconsideration Committee.
2. The Reconsideration Committee shall include 3 or 5 members, at a minimum there shall be:
  - a) One (1) member of the instructional staff,
  - b) One (1) instructional paraprofessional,
  - c) One (1) parent/ community member, who is not related to the request,
  - d) A committee may also include:
    - (1) District-level staff,
    - (2) Students (age/ grade appropriate),
    - (3) other appropriate individuals.
3. Committee members shall review the material being reconsidered and read or watch it in its entirety.
4. As soon as reasonably possible, within 45 school days, the committee shall meet to discuss and determine if the resource aligns with the criteria for selection of instructional resources and materials, stated above and Board Policy EF Legal and Local.
5. The committee shall prepare a written report of its findings and provide copies to the Superintendent or designee, and the individual.
6. If the concern is not resolved after the Reconsideration Committee makes its ruling an appeal can be made to the district.

#### C. Appeal of Reconsideration

1. An individual may appeal the decision of the Reconsideration Committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]
2. An appeal will be submitted in writing to the Chief Academic Officer. The appeal must include the specific concerns related to the decision of the Reconsideration Committee report.
3. Upon receipt of an appeal a "Reconsideration Appeal Committee" will be convened.

4. The appeal committee shall include 3 or 5 members who did not serve on the original Reconsideration Committee, who have some knowledge of the resource being reviewed and shall include at a minimum:
  - a) One (1) member of the instructional staff
  - b) One (1) campus/ district administrator
  - c) One (1) parent or community member
  - d) The Chief Academic Officer may serve on the committee, and will serve as the meeting facilitator.
5. All members of the appeal committee shall review the resource in its entirety.
6. As soon as reasonably possible, within 45 school days, the committee shall meet to discuss and determine if the resource aligns with the criteria for selection of instructional resources and materials, stated above and Board Policy EF Legal and Local.
7. The following principles shall guide the Appeal Committee in responding to challenges of instructional resources:
  - a) An individual may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.
  - b) A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.
  - c) Access to a challenged resource shall not be restricted during the reconsideration process; however, the District may deny access to a child if requested by the child's parent.
  - d) The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use.
  - e) No challenged instructional resource shall be removed solely because of the ideas expressed therein.
8. The committee shall prepare a written report of its findings and provide copies to the Chief Academic Officer, the Superintendent or designee, and the individual who filed the appeal.
9. If the concern cannot be resolved at the appeal level, a grievance can be filed with the GISD Board of Trustees.

## REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Title \_\_\_\_\_ Author \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Parent     Community Member     Employee     Student

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. Have you viewed this work in its entirety?

**If not, please do so before completing and submitting this form.**

2. To what do you object? (Please be specific; cite pages, minute/ second mark in video, etc.)

3. What do you feel might be the result of having this material available?

4. For what age group would you recommend this material?

5. Are there any positive comments you can make about this material?

6. How did you become aware of this material?

7. What do you believe is the theme of this material?

8. What material of equal quality would you recommend be used, that could convey the same perspective or point of view in an acceptable manner?

9. What do you feel should be done with the material in question?

Remove it entirely                       Restrict use to \_\_\_\_\_

Find alternate material for my child

Use as resource material or a choice selection

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

Form received by: \_\_\_\_\_ Date: \_\_\_\_\_