

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

The following exhibits are used by the District:

Exhibit A: Request for Reconsideration of Instructional Materials — 2 pages

Exhibit B: Checklist for Reconsideration of Instructional Materials— 6 pages

Exhibit C: Classroom Materials Confirmation Form — 1 page

EXHIBIT A

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent yourself?

Yes

No

If representing a group or organization, please identify: _____

Resource on which you are commenting:

____ Book ____ Magazine ____ Audio Recording

____ Display ____ Digital Resource ____ Newspaper

____ Video/DVD ____ Electronic information (please specify) _____

____ Other (please specify) _____

Title _____

Author/Producer: _____ Class/Teacher _____

All resources must be reviewed in their entirety before completing and submitting this form. When requesting reconsideration of a specific book, the book must be fully read by the complainant prior to form submission.

1. To what in the resource do you object? Please be specific by citing examples and referencing pages or a timestamp (if applicable).

2. What brought this resource to your attention?

3. Please comment on the strengths and weaknesses of this resource.

4. In its place, what resource of equal quality and similar subject matter would you recommend for use?

5. What do you believe should be done with the resource in question?

6. Please identify all steps you have taken to try and resolve this matter informally (i.e., requested an alternate assignment, communicated with principal, etc.) and the result of those steps.

Please note that this form is considered public information under the Texas Public Information Act. By signing, you are also affirming that you have read the resource in its entirety and you acknowledge your option to restrict access to any library materials for your own child.

Complainant signature _____ Date _____

EXHIBIT B

CHECKLIST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Title

Type

of

Resource

Author/Producer

Course/Teacher _____

Does this resource meet the selection criteria outlined in EFA (LOCAL)?

Selection Criteria 1: Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.

Yes

No

Comments:

Selection Criteria 2: Stimulate growth in factual knowledge and an enjoyment of reading.

Yes

No

Comments:

Selection Criteria 3: Contributes to the development of a balanced collection presenting multiple viewpoints related to controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis. (See EMNB regarding instruction about controversial issues.)

Yes

No

Comments:

Selection Criteria 4: Represents many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.

Yes

No

Comments:

Selection Criteria 5: Meets high standards for artistic quality and/or literary style, authenticity, and educational suitability.

Yes

No

Comments:

Selection Criteria 6: Is age appropriate for the school level.

Yes

No

Comments:

Selection Criteria 7: Include accurate and authentic factual content from authoritative sources for nonfiction works.

Yes

<input type="checkbox"/> No Comments:
Selection Criteria 8: Have a high degree of potential user appeal and interest. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Selection Criteria 9: Free of obscene material. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Selection Criteria 10: Do not contain "sexually explicit material". <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Selection Criteria 11: Do not contain "harmful material". <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Selection Criteria 12: Are not pervasively vulgar. <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments:

Selection Criteria 13: Does not include gratuitous or explicit nudity.

Yes

No

Comments:

Selection Criteria 15: Promote literacy.

Yes

No

Comments:

Selection Criteria 16: To the extent possible and if applicable, is designed to develop students' civic knowledge.

Yes

No

Comments:

Selection Criteria 17: Does not contain material adopting, supporting, or promoting gender fluidity.

Yes

No

Additional committee discussion and comments:

Ballot Results from Reconsideration Committee

The decision of the Reconsideration Committee is as follows:

Elementary School

Yes

No

Middle School

Yes

No

High School

Yes

No

Roles of review committee members:

Chairperson _____

Date _____

Attachment to EFA (EXHIBIT B): Review committee documentation to be completed individually, one per person, and submitted to the committee chair

Committee Member Role (Teacher, Librarian, Administrator, Parent, etc.)

Resource in Question

After reviewing and/or reading the resource in its entirety, reviewing district policy regarding instructional material selections, and discussing with the review committee members, it is my determination that the treatment of the questioned resource should be as follows:

Available at Elementary School

- Yes
 No

Available at Middle School

- Yes
 No

Available at High School

- Yes
 No

Please include other comments regarding the strengths and weaknesses of the resource.

Acknowledgement

I understand that my participation on the Reconsideration Committee is confidential as is the content that was discussed during the committee meeting.

EXHIBIT C

CLASSROOM MATERIALS CONFIRMATION FORM

Staff Member Name _____

Date _____

I have read all board policies regarding instructional resources and confirm that I have no resources available to students which are in violation of policy.

If I have any resources in question, I have asked those questions and confirmed that the resource complies with Board policy. I understand this confirmation applies to resources I have now or may acquire in the future.

Signature _____