

Eastampton Township School District

Challenged Material Policy and Procedure

It is the intent of Eastampton Community School to address the rights of all patrons with regard to challenged materials. Any concerns about challenged materials will be addressed with consideration of the First Amendment of the United States Bill of Rights, American Library Association's Bill of Rights, Eastampton School District policies, American Library Association's Freedom to Read statement, as well as local, state and federal laws. A set procedure will be followed when addressing challenged materials.

1. *Procedures to be followed for challenged materials*

Any material which is found to be objectionable by a member of the community will not be immediately pulled from the shelves. The proper procedure for reconsideration of materials must be followed:

- The complainant speaks with the Curriculum Supervisor concerning the material in question.
- The complainant fills out a request for reconsideration form.
- The questionable material complaint will be addressed by the school Curriculum Supervisor.
- A verification form must be signed by the complainant if they wish to continue their request after receiving notice from the school Curriculum Supervisor.
- The challenged materials committee will review the request and pass their decision on to the superintendent.
- The superintendent will make a recommendation to the Board of Education for final decision.

2. *Committee for Challenged Materials*

The building principal appoints a committee to review the materials in question. This committee will be composed of:

- School Library/Media Specialist
- Curriculum Supervisor
- Board of Education member
- Administrator
- Teacher
- One student
- One parent

The complainant shall have the opportunity to meet with the committee, if desired.

Eastampton Township School District

**Request Form for Reconsideration of School
Library/Media Center Materials**

Initiated by: _____

Telephone: _____ Address: _____

Representing: Self: _____ Organization/Group: _____

Material in Question

Print: Author: _____ Title: _____

Non-Print: Type: _____ Title: _____

Please respond to the following questions. If sufficient space is not provided, please use the back of this form.

1. Have you seen or read this material in its entirety?
2. To what do you object? Please cite specific passages, pages, etc.
3. What do you believe is the main idea or theme of this material?
4. What do you feel might result from use of this material?
5. What reviews of this material have you read?
6. For what other age group might this material be suitable?
7. What is your understanding of the teacher's purpose in using this work?
8. What action do you recommend that the school take on this material?
9. In its place, what other material do you recommend that would provide adequate information on the subject?

Signature

Date

Eastampton Township School District

Challenged Material Verification Form

To: _____

From: Linda Fulleylove
Curriculum Supervisor

Date: _____

Your concern over the use of _____ in our school library/media center is acknowledged. Our school district has developed procedures for selecting materials, but we realize that not everyone will agree with every selection made.

To help you understand the selection process, I am enclosing a copy of our Criteria/Rationale for Selecting Whole-Class Novels and a copy of our Challenged Materials Policy and Procedures.

If you are still concerned after you review the enclosed material, please sign and date the form below and return it to me. Your request will be addressed by the Committee for Challenged Materials.

If I have not heard from you within ten working days of the above date, this will indicate that you no longer wish to pursue our reconsideration of the material.



To: Linda Fulleylove
Curriculum Supervisor

From: _____ (please print)

Date: _____

Subject: Reconsideration of Materials

I wish to have my concerns about the following title addressed by the Committee for Challenged Materials:

Complainant's Signature

Date

Eastampton Township School District

Criteria/Rationale for Selecting Whole-Class Novels

Books are placed on the list based on the following criteria:

- Support of NISD Academic Standards and Core correlation
- Relation to curricula, including grade-level content area application
- Age appropriateness
- Complexity of text (e.g., themes vocabulary, structural sophistications, such as plot lines, conceptual demands)
- Subject matter appropriateness
 - Language – Strong discretion shall be exercised in using materials which include the use of profanity or sexual incidents
 - Violence – Discretion shall be exercised in the selection of materials which include violence.
 - Religion – Materials which by their design are intended to indoctrinate or to promote a particular religion or denomination shall not be selected.

Recommendations of books for the approved lists are made using the following procedure:

- Three teachers read the book under consideration.
- Teacher reviewers complete one NISD book selection criteria form.
- Reviewers forward the criteria form to the appropriate instructional specialist for committee review.

Title: _____

Author: _____

1. Please write a brief synopsis of the book. _____

2. Relation to curriculum: (Cite grade-level TEKS, TAKS, and Reading Standards)
TEKS/TAKS Connection _____ Academic Standards Connection _____

The student shall be provided opportunities to:

- ____ Read an award-winning novel. Identify award: _____
- ____ Apply skills for literary appreciation and literary elements.
- ____ Appreciate literary traditions of cultural groups, folk literature, legends and/or myths
- ____ Read a novel to participate in literary circles, Shared Inquiry, or Socratic Seminar
- ____ Read and participate in a thematic/interdisciplinary study connected within the content of _____

3. Why do you recommend this book's addition to the NISD list of books approved for classroom instruction? (What are the merits of the book?) _____

4. State the message or theme intended for the reader. _____

5. Areas of potential controversy/possible objections:

- Profanity ____ page(s) _____ Comments: _____

- Violence ____ page(s) _____ Comments: _____

- Religion ____ page(s) _____ Comments: _____

- Sex ____ page(s) _____ Comments: _____

- Racial Issues ____ page(s) _____ Comments: _____

- Other ____ page(s) _____ Comments: _____

Recommended for: Class Study ____ Small Group Study ____ Grade Level ____

Staff Reviewers:

_____ Name	_____ Date	_____ Name	_____ Date
_____ Name	_____ Date	_____ Name	_____ Date

Committee Decision: ____ **Approved** ____ **Not Approved**

Names and date of committee members:

Note: The process for revising/updating booklists will be completed biannually (December and May) by committee review. Updates will be forwarded to personnel accordingly.