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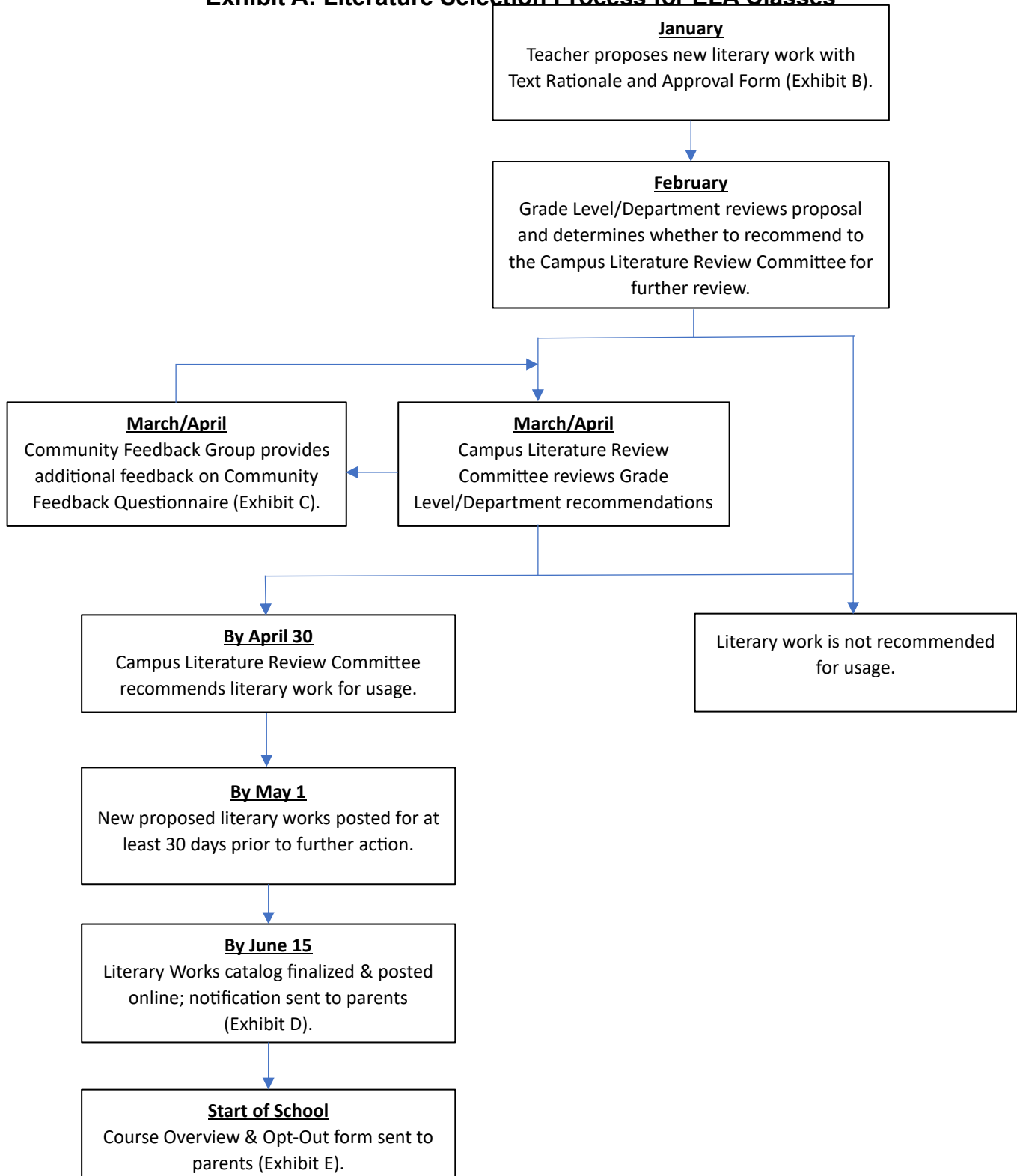
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Exhibit A: Literature Selection Process for ELA Classes



INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Timeline For Approval of ELA Literature Selections

January	Teachers propose new literary works to Grade Level/Department members with Text Rationale and Approval Forms (Exhibit B).
February	Grade Level/Department members review proposed texts and decide whether to pass each on to the Campus Literature Review Committee.
March	Campus Literature Review Committees review literary works recommended by department.
April	Community feedback groups meet as needed and complete Community Feedback Questionnaire (Exhibit C). Extension may be necessary.
By April 30	Campus Literature Review Committees consider any community feedback and make final recommendations.
By May 1	Proposed literary works are posted for at least 30 days prior to further action, in accordance with EFA(LOCAL).
May	Report on new selections is given to the Board of Trustees.
By June 15	Literary Works catalog is finalized and posted on District webpage. Notification is sent to parents of rising 5-12 th graders (Exhibit D).
June- July	Summer curriculum writing as needed.
August	English Department/Teacher training on literacy work selection procedures, guidelines, and timeline including: • EF(LEGAL) • EFA(LOCAL) • EFA(Regulations) • EFA(Exhibits)
August (1st Day of School)	HPISD ELA teachers send parents of 5-12 th graders course overviews and permission forms (Exhibit E).
By August 31	Parent approval of literary works is due via electronic form submission.
September	Review and reflect upon department procedures and regulations. Discuss possibilities for needed revisions.
October	Update Board of Trustees on literature selection process and feedback for current year and present timeline for following school year.

What are the major thematic elements?
In your professional opinion, what is the reading level of this literary work? If available, please include the Lexile level.
How does this literary work address HPISD curricular objectives outlined in the course curriculum and required TEKS (it is not necessary to list all TEKS)?
Has this literary work received any awards or recognitions? If yes, please specify.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Guiding Principles of Selection Per EFA(LOCAL), Guiding Principles of Selection apply to the HPISD collection as a whole.	<u>Yes</u>	<u>No</u>
1) Does this work deliver, support, enrich and assist in implementing the District's instructional program, taking into consideration students' diverse interests, abilities, learning styles, and maturity levels?		
2) Does this work help provide a solid foundation in core subjects and a wide range of background information so that students shall grow in factual knowledge and intellectual curiosity and become effective communicators in written and oral form?		
3) Does this work help promote enjoyment of reading and appreciation for the depth and breadth of literary and world history, from ancient texts and classics to contemporary literature?		
4) Does this work help present balanced information on various sides of controversial issues so that students shall develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives?		
5) Does this work help equip students to understand their rights, duties, and responsibilities as citizens?		
6) Does this work help represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community?		
If you selected "No" to any of the questions above, please provide details and explain why you believe this literary work is still a good choice in the context of the overall course and the vertical alignment of the students' years of English coursework in HPISD.		
Empty space for details		

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

<u>Selection Criteria</u> Per EFA(LOCAL), Selection Criteria shall apply to each individual literary work.	<u>Yes</u>	<u>No</u>
1) Does this work enrich and support the general educational goals of the state and District and the specific course and campus objectives?		
2) Does this work meet high standards in presentation, format, readability, content, accuracy, artistic or literary quality, and educational significance?		
3) Is this work appropriate for the subject and for the age, ability level, learning styles and social and emotional development of the students for whom it has been selected?		
4) Does this work comply with the prohibition of excessive or gratuitous sexuality, profanity, and/or violence?		
If you selected "No" to any of the questions above, please explain.		

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Statutory Protections from Inappropriate Material

Texas public schools are prohibited from possessing or distributing material which is “harmful” as defined by Penal Code 43.24(a)(2); rated sexually explicit by the selling vendor; contains indecent or profane content; is “obscene” as defined by Penal Code 43.21(a)(1); is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or refers to an internet website containing prohibited content as defined by the Health and Safety Code 443.001. Instructional materials also must comply with the Children’s Internet Protection Act (CIPA).

Do you believe this literary work complies with these requirements?

☐ Yes ☐ No

If no, please explain.

If there is any content which is violent or sexual or which others may find objectionable, please give specific examples, and explain why the literary work remains a suitable choice.

Identify two alternative literary works that meet the same curricular objectives and goals.

End of teacher submission.

Section B: To be completed by Department or Grade Level Chair

Does the Department or Grade Level recommend this literary work for review at the next level?			
☐ Yes ☐ No			
Please explain why or why not.			
Date Reviewed		Completed by	

End of Department or Grade Level submission.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Section C: To be completed by Campus Literature Committee

The Campus Literature Committee shall consist of the Assistant Superintendent of Education Services or designee, the principal or designee, the English Department Chair or designee, and a member of the English faculty.

Does the Campus Literature Committee recommend this literary work be further reviewed by a Community Feedback group?
☐ Yes ☐ No If yes, a Community Feedback Group must be convened in accordance with EFA(Regulation) and complete the Community Feedback Questionnaire included in Exhibits. The Campus Literature Committee shall reconvene after this has been completed to consider such input.
After review, does the Campus Literature Committee approve this literary work for use?
☐ Yes ☐ No
Please explain why or why not.

If approved, please list the course(s) and type(s) of reading for which the literary work may be used.

Course	Approved Uses (check all approved uses)
	☐ Required ☐ Choice ☐ Summer
	☐ Required ☐ Choice ☐ Summer
	☐ Required ☐ Choice ☐ Summer
	☐ Required ☐ Choice ☐ Summer
	☐ Required ☐ Choice ☐ Summer

Campus Literature Committee Members	
Date of Decision	

Exhibit C: Community Feedback Individual Questionnaire

After reading the proposed literary work, please fill out this questionnaire with specific, detailed answers so that the committee can have a full understanding of your input. Each committee member should complete their own questionnaire. We welcome your perspective on the following questions, acknowledging that many of the answers will be from the perspective of your child's educational path.

Title			
Author			
Your Name		Date	

Guiding Principles of Selection Per EFA(LOCAL), Guiding Principles of Selection apply to the HPISD collection as a whole.	<u>Yes</u>	<u>No</u>
1) Does this work deliver, support, enrich and assist in implementing the District's instructional program, taking into consideration students' diverse interests, abilities, learning styles, and maturity levels?		
2) Does this work help provide a solid foundation in core subjects and a wide range of background information so that students shall grow in factual knowledge and intellectual curiosity and become effective communicators in written and oral form?		
3) Does this work help promote enjoyment of reading and appreciation for the depth and breadth of literary and world history, from ancient texts and classics to contemporary literature?		
4) Does this work help present balanced information on various sides of controversial issues so that students shall develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives?		
5) Does this work help equip students to understand their rights, duties, and responsibilities as citizens?		
6) Does this work help represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community?		

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Please provide an explanation for your answers above.

Selection Criteria

Per EFA(LOCAL), Selection Criteria shall apply to each individual literary work.

- 1) Does this work enrich and support the general educational goals of the state and District and the specific course and campus objectives?

Please explain your answer below. What academic value, if any, is evident in the book? Does the book support the English Department objectives when considering the vertically aligned curriculum covering four years, and if so, how?

☐ Yes ☐ No

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

2) Does this work meet high standards in presentation, format, readability, content, accuracy, artistic or literary quality, and educational significance?

Please explain why or why not.

☐ Yes ☐ No

3) Is this work appropriate for the subject and for the age, ability level, learning styles, and social and emotional development of the students for whom it has been selected?

Please explain, in your opinion as a parent, for what age and grade level you think this book is appropriate. Please consider and comment upon its intellectual level, social content, violent content, and sexual content, if any.

☐ Yes ☐ No

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

4) Does this work comply with the prohibition of excessive or gratuitous sexuality, profanity, and/or violence?

Please explain your answer below.

☐ Yes ☐ No

Statutory Protections from Inappropriate Material

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Do you believe this literary work complies with these requirements? Please explain your answer below.

☐ Yes ☐ No

Please describe any portions of the literary work that others may find objectionable. If you find objectionable content, how do you believe this should impact the work's inclusion in the Literary Works Catalog?

Additional comments

Exhibit D: Community Feedback Group Report

Title	
Author	

Date of Committee Meeting	
Committee Administrator	
Parent Committee Members	

What was the general feedback of the group regarding this proposed literary work?
What was the group's general recommendation for whether and/or how this literary work should be used? Please describe whether there was unanimous agreement, general consensus, or not.

Exhibit E: Parent Notification of Literary Works Catalog

Dear Parent/Guardian:

This coming school year, your student will read various literature selections in his/her English Language Arts course. HPISD teachers and administrators have selected these titles based on quality and literary characteristics to enrich and support the grade level teaching for English Language Arts.

The complete [Literary Works Catalog](#) for the upcoming school year is available on the HPISD website to allow parents the opportunity to review titles prior to the start of school. The catalog lists selections which may be used by grade level and includes links to text rationales which provide summaries of the works, explanations for why they are recommended for instruction, and information on any content which some may find objectionable. Standard, honors, and TAG courses use different Literary Works, at times, so it is likely that a student will not read all titles approved for his/her grade level. A course overview indicating which texts will be used in your child's specific course will be provided to you at the beginning of school.

As a reminder, although a book may be identified as a required reading, parents and students are always provided with the option of an alternative text. Because of the varied interests, abilities, and maturity levels of students, it is the parent/guardian's responsibility to determine which titles from the Literary Works Catalog his/her child may read. **If there are any selections which you do not want your student to read, you will be given the opportunity to request an alternative assignment at the start of school.**

Highland Park ISD encourages you to examine the [Literary Works Catalog](#) and determine appropriate readings for your student.

Sincerely,
HPISD English Language Arts Department

Exhibit F: Parent Notification Letter Regarding Reading Selections

Dear Parent/Guardian,

This year your student will read various literature selections in his/her English Language Arts course. HPISD teachers and administrators have selected these titles based on quality and literary characteristics to enrich and support the grade-level teaching for English Language Arts. Please review the [Course Overview](#) to see a list of titles that will be used in your child's English Language Arts class. Some reading selections, especially those for high school AP courses which deal with college-level material, may contain mature content.

Because of the varied interests, abilities, and maturity levels of students, it is the parent's/guardian's responsibility to determine which titles from this list his/her child may read. Although a book may be identified as a required reading, parents and students are always provided with the option of an alternative text. **Please examine the list and complete the appropriate response on the electronic form by _____.** Please submit this form only once for each student.

For more detailed information, the [Literary Works Catalog](#) includes links to text rationales which provide summaries of the works, explanations for why they are recommended for instruction, and information on any content which some may find objectionable.

Please contact me for further information or assistance. I will work with you to provide your student with the best possible education, including alternative reading selections of comparable rigor as needed.

Thank you for your cooperation.

Sincerely,

HPISD English Language Arts Teacher

Permission/Opt-Out Form

Please check one of the following

☐ My student may read the literary work selections specified on his/her English Language Arts [Course Overview](#).

☐ My student may read the literary work selections specified on his/her English Language Arts [Course Overview](#) with the exception of the titles listed below:
The teacher will provide alternative reading selections for these titles.

Do you have any feedback you would like to provide about this year's literary work selections?

Student First Name		Student Last Name	
Teacher Name			
Grade	☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12		
English Period	☐ 1 st ☐ 2 nd ☐ 3 rd ☐ 4 th ☐ 5 th ☐ 6 th ☐ 7 th ☐ 8 th		
Parent/Guardian First Name		Parent/Guardian Last Name	
Parent/Guardian Email Address			
Date			

Exhibit G: Staff Interest Form for Challenge Committee

Challenge committees shall be convened during the months of September, October, November, January, February, March, and April, as needed.

Per EFA/EFB(LOCAL), challenge committees shall consist of at least seven members. The chair shall be a District-level administrator and a non-voting committee member. The remaining committee members shall consist of an equal number of District staff and parents who are not employed by the District. Committee members (beyond required administrators) are chosen at random from the list of volunteers when a committee is formed.

Staff member(s) who serve on a challenge committee shall work at a campus with the grade level in which the relevant challenged material is being used. Staff (beyond required administrators) shall serve on only one challenge committee at a time and shall not be eligible to serve on another challenge committee in the same school year unless all other volunteers have declined.

First Name		Last Name	
Email		Phone	
Campus where employed		Grade Level and course(s) taught	

I pledge to engage in the challenge process free of bias and with regard to HPISD Policies EF(LEGAL), EFA(LOCAL), and EFB(LOCAL), giving special attention to the Guiding Principles and Selection Criteria found therein. I commit to reading the challenged material in its entirety prior to participating on a challenge committee. I understand that if I am selected to serve on a challenge committee, my name as a committee member will be public information.

Signature		Date Submitted	
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Exhibit H: Parent Interest Form for Challenge Committee

Challenge committees shall be convened during the months of September, October, November, January, February, March, and April, as needed.

Per EFA/EFB(LOCAL), challenge committees shall consist of at least seven members. The chair shall be a District-level administrator and a non-voting committee member. The remaining committee members shall consist of an equal number of District staff and parents who are not employed by the District. Committee members (beyond required administrators) are chosen at random from the list of volunteers when a committee is formed.

Parents who serve on a challenge committee shall have an HPISD student enrolled at a campus with the grade level in which the challenged material is being used. Each parent shall serve on only one challenge committee at a time and shall not be eligible to serve on another challenge committee in the same school year unless all other volunteers have declined.

First Name		Last Name	
Email		Phone	
I am willing to serve on a challenge committee at the following level(s): <i>You may only select levels in which you currently have a student enrolled in HPISD.</i> ☐ Elementary ☐ Middle/Intermediate ☐ High School			

I affirm that I have a student enrolled in HPISD in the grade level(s) selected above and am not currently employed by the District. I pledge to engage in the challenge process free of bias and with regard to HPISD Policies EF(LEGAL), EFA(LOCAL), and EFB(LOCAL), giving special attention to Guiding Principles and Selection Criteria. I commit to reading the challenged material in its entirety prior to participating in a challenge committee. I understand that if I am selected to serve on a challenge committee, my name as a committee member will be public information.

Signature		Date Submitted	
------------------	--	-----------------------	--

Exhibit I: Instructional Materials Challenge Form

Note: A District employee, a parent or guardian of a District student, or an adult student enrolled in the District shall be permitted to formally challenge any instructional material in use or approved for use on the basis that it fails to meet the standards set forth in EFA(LEGAL), EFA(LOCAL), or EFB(LOCAL) policy and is inappropriate for its intended educational use.

Contact Info:

For questions, please contact:

Deputy Superintendent
Dr. Shorr Heathcote.
214-780-3085
heathcs@hpsid.org

*Required fields are noted with an asterisk.

Name*		Date*	
Email*		Phone*	
Street Address*		City*	
State*		Zip*	
District	Highland Park ISD		
Campus*			
Select all of the following that apply:*	☐ Parent/guardian of a student enrolled in HPISD ☐ HPISD employee ☐ Adult student enrolled in HPISD		

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

In the space below, please provide the title of the text, author, ISBN (if known), and how the challenged library material violates state and/or District standards.

Please do not include the names of District employees, community members, or individuals.

Title*			
Author*		ISBN #	
Type of Material*			
☐ Book ☐ Magazine ☐ Audio recording ☐ Display ☐ Newspaper ☐ Video/DVD ☐ Library program ☐ Electronic information (please specify): _____ ☐ Other (please specify): _____			
To your knowledge, in what way(s) is this material currently being used?*			
☐ Library Circulation ☐ Required Classroom Reading ☐ Choice Classroom Reading ☐ Classroom Library ☐ Other (please specify): _____			

Have you reviewed the material you are challenging in its entirety, as well as the selection standards in applicable board policies:*

For instructional materials: [EFA\(LEGAL\)](#) and [EFA\(LOCAL\)](#)

For library materials: [EFB\(LEGAL\)](#) and [EFB\(LOCAL\)](#)

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

☐ Yes ☐ No

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Which specific standard(s) in the aforementioned board policies do you believe the challenged material violates and how? Please cite the relevant standard(s) and provide specific pages and details from the material in question. If completing on paper and you need additional space, please attach additional pages.*

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

What do you believe should be done with the material in question?*

- ☐ Remove it from the curriculum (if in use).
- ☐ Use it only as a reference material or choice selection.
- ☐ Move it to an older grade-level or school.
- ☐ Remove it from the school library (if in circulation).
- ☐ Do not allow my child to use this material.
- ☐ Other (please specify): _____

Additional Comments

Please note that the information provided in this form and any addenda is public information.

**Complainant
signature***

Date*

Submitting the Challenge Form
Please send the signed and completed form to Deputy Superintendent, Dr. Shorr Heathcote via email at heathcs@hpsd.org or via mail or drop-off at 7015 Westchester, Dallas, TX 75205.

Exhibit J: Challenge Committee Report

Title or Name of Challenged Material			
Author		ISBN # (if known)	
Type of Material			
☐ Book ☐ Magazine ☐ Audio recording ☐ Display ☐ Newspaper ☐ Video/DVD ☐ Library program ☐ Electronic information (please specify) _____ ☐ Other _____			
Current Usage			

Date of Committee Meeting			
Committee Administrator			
Staff Committee Members		Parent Committee Members	

Does each committee member attest to reading the challenged material in its entirety prior to meeting?
☐ Yes ☐ No

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Guiding Principles of Selection Per EFA/EFB(LOCAL), Guiding Principles of Selection apply to the HPISD collection as a whole.	# of members who chose Yes/No	
	<u>Yes</u>	<u>No</u>
1) Does the challenged material deliver, support, enrich and assist in implementing the District's instructional program, taking into consideration students' diverse interests, abilities, learning styles, and maturity levels?		
2) Does the challenged material help provide a solid foundation in core subjects and a wide range of background information so that students shall grow in factual knowledge and intellectual curiosity and become effective communicators in written and oral form?		
3) Does the challenged material help promote enjoyment of reading and appreciation for the depth and breadth of literary and world history, from ancient texts and classics to contemporary literature?		
4) Does the challenged material help present balanced information on various sides of controversial issues so that students shall develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives?		
5) Does the challenged material help equip students to understand their rights, duties, and responsibilities as citizens?		
6) Does the challenged material help represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community?		
Please summarize the committee's discussion regarding the Guiding Principles of Selection.		

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(EXHIBIT)

Selection Criteria Per EFA/EFB(LOCAL), Selection Criteria shall apply to each individual material.	# of members who chose Yes/No	
	<u>Yes</u>	<u>No</u>
1) Does the challenged material enrich and support the general educational goals of the state and District and the specific course and campus objectives?		
2) Does the challenged material meet high standards in presentation, format, readability, content, accuracy, artistic or literary quality, and educational significance?		
3) Is the challenged material appropriate for the subject and for the age, ability level, learning styles and social and emotional development of the students for whom it has been selected?		
4) Does the challenged material comply with the prohibition of excessive or gratuitous sexuality, profanity, and/or violence?		
Please summarize the committee's discussion regarding the Selection Criteria.		

Statutory Protections from Inappropriate Material

Texas public schools are prohibited from possessing or distributing material which is “harmful” as defined by Penal Code 43.24(a)(2); rated sexually explicit by the selling vendor; contains indecent or profane content; is “obscene” as defined by Penal Code 43.21(a)(1); is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or refers to an internet website containing prohibited content as defined by the Health and Safety Code 443.001. Instructional materials also must comply with the Children’s Internet Protection Act (CIPA).

Does the committee believe the challenged material complies with these requirements?

☐ YES (___ number of votes) ☐ NO (___ number of votes)

Please summarize the committee’s discussion regarding the Statutory Protections from Inappropriate Material.

Committee Decision

Note: No challenged material shall be removed solely because of the ideas expressed therein or the personal background of the author or the personal background of the characters in the material. However, a district may remove a material because it is pervasively vulgar or is not appropriate for its intended educational use.

Did the committee find the challenged material meets the standards set forth in EFA/EFB(LOCAL) and is appropriate for its current intended educational use?

☐ YES (___ number of votes) ☐ NO (___ number of votes)

If no, please cite the standard(s) in EFA/EFB(LOCAL) the challenged material fails to meet and explain.

If no, does the committee recommend any alternative use for the challenged material?

The chairperson attests that this report has been approved by all members of the committee and this is the final report of said committee.

Chairperson

Date