

Highland Park ISD-Dallas County
057911
INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(EXHIBIT)

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Exhibit A: Parent Request to Opt-Out of Library Material Checkout

Note: This form may be used by a current HPISD parent/guardian to list library materials their child may not check out from the school's library during the current school year. A new request must be submitted each year. This is not a request to have a library material removed from circulation.

Date of request			
Parent/Guardian Name			
Student Name		Student ID #	
School		Grade Level	
Preferred phone #		☐ Cell ☐ Home ☐ Work	

The following library material(s) should not be checked out to my child named above.

Title			
Author		ISBN #	

Title			
Author		ISBN #	

Title			
Author		ISBN #	

<i>For Office Only</i>	
Date received	Initials

Exhibit B: 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 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	
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 C: 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
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 D: Library Materials Challenge Form

Note: Under Texas Education Code (TEC) §33.027, a parent, district employee, or person residing in a school district may submit a written challenge to any library material in a school's library catalog. To submit a written challenge, an eligible individual must complete and submit the Library Materials Challenge Form. In accordance with TEC §33.027, an individual completing the form must identify how the challenged library material violates [standards adopted by the Texas State Library and Archive Commission \(TSLAC\)](#) and/or set out in [EFB\(LOCAL\)](#) policy.

The District's Board of Trustees must take action on the written challenge at the first open meeting held after the 90th day after receipt of a written challenge.

The District must prohibit student access to challenged library material until the District takes action in response to the challenge.

An individual may submit an appeal to the Board regarding the District's response to a written challenge. The Board must take action on an appeal at the first open meeting held after the appeal is filed.

Contact Info:

For questions, please contact:

Deputy Superintendent
Dr. Shorr Heathcote.
214-780-3085
heathcs@hpsd.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 ☐ District resident		

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

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.*

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@hpsid.org or via mail or drop-off at 7015 Westchester, Dallas, TX 75205.

Exhibit E: 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

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.		

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 challenge 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	

