

See the following pages for forms relating to reconsideration of instructional resources:

Exhibit A: Level One Request for Reconsideration of Instructional Materials

Exhibit B: Checklist for Reconsideration of Instructional Materials

Exhibit C: Level Two Request for Reconsideration of Instructional Materials

Exhibit D: Level Three Request for Reconsideration of Instructional Materials

Exhibit A

LEVEL ONE REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Do you represent yourself? \_\_\_\_\_ An organization? \_\_\_\_\_

If an organization, please identify:

\_\_\_\_\_

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

Thank you for your concern. Please fill out the information below so that you may be contacted regarding the progress of this request.

District personnel receiving requests should complete the box below and separate this page from the completed form to allow for anonymity at the campus level.

*District Use: Name of Material: \_\_\_\_\_  
Reconsideration Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(School # plus challenge #. Ex.: 1271, 1272, 1273 12711, 12712)*

Exhibit A

Resource on which you are commenting is a:

\_\_\_\_\_ Book      \_\_\_\_\_ Periodical Publication      \_\_\_\_\_ Multi-media/Digital  
Resource  
\_\_\_\_\_ Textbook      \_\_\_\_\_ Other \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Prior to completing and submitting this form, review the resource in its entirety.

1. To what in the resource do you object? (Please be specific and cite pages or portions of the resource. Feel free to use the other side or attach comments, if needed.)  
\_\_\_\_\_
2. What do you believe might be the result of using this resource in the school?  
\_\_\_\_\_
3. What do you believe is the theme or purpose of this resource?  
\_\_\_\_\_
4. Have you read critical reviews or evaluations of this resource? (Please cite review sources)  
\_\_\_\_\_
5. Are you aware of the teacher's purpose in using this resource?  
\_\_\_\_\_
6. What action do you wish the campus to take with regard to this resource?  
\_\_\_\_\_
7. In its place, what material of equal quality would you recommend that could be used to teach similar subject matter?  
\_\_\_\_\_

<p><i>District Use:</i>    <i>Name of Material:</i> _____ <i>Reconsideration Number:</i> _____ <i>Date:</i> _____ (School # plus challenge #. Ex.: 1271, 1272, 1273 12711, 12712)</p>
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Exhibit B

CHECKLIST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS  
(To be completed for all challenge levels)

Type of resource: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

1. Purpose

- a. What is the overall purpose of the material or resource?
- b. Is the purpose accomplished?  Yes  No
- c. If the story is a fantasy, is it the type that has imaginative appeal and is suitable for children?  Yes  No  N/A  
For young adults?  Yes  No  N/A  
If both are marked no, for what age would you recommend this resource? \_\_\_\_\_
- d. Will reading/viewing/listening to this material result in a more compassionate understanding of human beings?  Yes  No  N/A
- e. Does this material offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of other populations or groups?  Yes  No  N/A
- f. Are any questionable elements of the story an integral part of a worthwhile theme or message?  Yes  No  N/A

2. Authenticity

- a. Is the author or presenter competent and qualified in the field?  Yes  No
- b. What is the reputation and significance of the author or publisher/producer in the field?  
\_\_\_\_\_
- c. Is the material or resource up to date?  Yes  No
- d. Are information sources well documented either in the resource or in guides?  Yes  No
- e. Are translations and interpretations faithful to the original?  Yes  No

Exhibit B

3. Appropriateness

- a. Does the resource promote the educational goals and objectives of the District curriculum?  Yes  No
- b. Is the resource appropriate for the level of students for whom it is intended?  Yes  No
- c. Are the illustrations appropriate for the subjects and age levels?  Yes  No  N/A
- d. Does this material support the District's goals for depth and breadth of campus resources?  Yes  No  N/A

4. Content

- a. Is the content of this material or resource well presented by providing adequate scope, range, depth, and continuity?  Yes  No
- b. Does it present information not otherwise available?  Yes  No
- c. Are the concepts presented appropriate to the ability and maturity of the reader/listener/viewer?  Yes  No

Comments: \_\_\_\_\_

- d. If the setting of this material is contemporary, does it give a realistic picture of life as it is now?  Yes  No  N/A
- e. When factual information is part of the story, is it presented accurately?  Yes  No  N/A
- f. Do characters speak in language true to the period and section of the country in which they live?  Yes  No  N/A
- g. Is there a preoccupation with sex, violence, cruelty, brutality, or aberrant behavior that would make this material inappropriate for children?  Yes  No  N/A
- h. If there is use offensive language, is it appropriate to the purpose of the text for children?  Yes  No  N/A

For young adults?  Yes  No  N/A

- i. Does the story endeavor to give a broader understanding of human behavior?  Yes  No

Comments: \_\_\_\_\_

- j. Does the material make a significant contribution to the history of literature or ideas?  Yes  No  N/A
- k. Are the illustrations appropriate to the content of the materials?  Yes  No  N/A

Exhibit B

Comments: \_\_\_\_\_

5. Review/Evaluations

Source of review/evaluation: \_\_\_\_\_

Favorably reviewed

Unfavorably reviewed

Additional Comments: \_\_\_\_\_

Recommendations by review committee for treatment of questioned resource

Signatures of review committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

*District Use: Name of Material: \_\_\_\_\_  
Reconsideration Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(School # plus challenge #. Ex.: 1271, 1272, 1273 12711, 12712)*

EXHIBIT C

LEVEL TWO REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name of Citizen Requesting Reconsideration: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Title of material on which you are commenting:

\_\_\_\_\_

Author/Producer: \_\_\_\_\_

The original Request for Reconsideration of Instructional Materials was filed on this learning resource at \_\_\_\_\_ campus. Attached is a copy of the original, completed Request for Reconsideration of Instructional Materials, Level One form.

I am appealing the Campus-Level Reconsideration Committee findings and request that a District-Level Reconsideration Committee be convened to hear my appeal. I understand that only those specific complaints in the Request for Reconsideration of materials, at Level One may be presented at this Level Two appeal.

Signature of Citizen Requesting Reconsideration:

\_\_\_\_\_

Date: \_\_\_\_\_

Please remember to attach a copy of the original, completed Request for Reconsideration of Instructional Materials, Level One form.

Please return this form and its attachment to the CCISD Department of Curriculum and Instruction.

EXHIBIT D

LEVEL THREE REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name of Citizen Requesting Reconsideration: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Title of material on which you are commenting:

\_\_\_\_\_

Author/Producer: \_\_\_\_\_

Describe the decision or action causing this appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List specific facts supporting the appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State the date of the decision of the Level Two Request for Reconsideration of Instructional Materials: \_\_\_\_\_

Describe the remedy sought at Level Two:

\_\_\_\_\_

\_\_\_\_\_

The original Request for Reconsideration of Instructional Materials was filed on this learning resource at \_\_\_\_\_ campus. Copies of the original, completed Request for Reconsideration of Instructional Materials, Level One and Level Two forms are attached.



EXHIBIT D

I am appealing the Campus-Level Reconsideration Committee findings and request that the matter be placed on the agenda of the next regular meeting of the CCISD Board. I understand that only those specific complaints in the Request for Reconsideration of Instructional Materials form at Level Two may be presented at this Level Three appeal.

I further understand that the Board President may set reasonable time limits on reconsideration presentations and that the Board will listen to the reconsideration request.

I also understand the administrative decision at Level Two is upheld if the Board does not request the matter be put on the agenda for possible Board action. The lack of official action by the Board upholds the administrative decision at Level Two.

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Signature of Citizen Requesting Reconsideration

Date

Please remember to attach a copy of the original, completed Request for Reconsideration of Instructional Materials, Level One and Level Two forms.

Please return this form and its attachments to the CCISD Department of Curriculum and Instruction.