

INFORMAL
RECONSIDERATION

1. The principal or other knowledgeable professional staff shall assess the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned material.
2. The principal or other knowledgeable professional staff shall assess the role the questioned material plays in the educational program, its intended educational usefulness, and any additional information regarding its use.
3. If appropriate, the principal may offer a concerned parent another resource to be used by that parent's child in place of the challenged material.
4. If the complainant wishes to make a formal challenge, the principal shall hand deliver or mail a copy of this policy and a Request for Reconsideration of Instructional Materials form [see EFA (EXHIBIT A)] to the complainant.

After assessment, the principal shall respond to the complainant and communicate the selection process, and his or her assessment findings.

FORMAL
RECONSIDERATION

The School Review Committee (SRC) shall include at least one member of the instructional staff who either has experience teaching the challenged material or is familiar with the challenged material. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and others deemed appropriate by the principal.

All members of the committee shall review the challenged material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy. The committee shall then prepare a written report. Copies of the report shall be provided to the principal, the

Superintendent or designee, and the citizen requesting reconsideration.

APPEAL

The citizen requesting reconsideration may appeal the School Review Committee's decision to the Central Review Committee (CRC). If the CRC, upholds the SRC's decision, the citizen requesting reconsideration shall have the right to appeal the decision as well. Such appeal shall be made within seven days of the committee's decision to the Superintendent, who will review the material. The Superintendent may refer the questioned material back to the CRC for a re-examination if he or she disagrees with its decision. If the Superintendent concurs with the CRC's decision, he or she shall place the matter on the Board agenda.

The Board shall hear the citizen requesting reconsideration within 30 days [at the] of the questioner's written request and, after examining the challenged material and the Citizen's Request for Reconsideration of an Instructional Resource form, shall exercise one of the following options:

1. Determine by vote whether or not the questioned resource shall be retained or removed from the curriculum or library circulation; or
2. "Stop, look, and listen" to the citizen's complaint about the material but take no other action on the issue.

The Board shall inform in writing the citizen requesting reconsideration about its decision within 15 days following the hearing.

Clear Creek ISD
084910

Instruction Resources: Reconsideration of Materials

EFA
(EXHIBITS)

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

Exhibit A: Level One Request for Reconsideration of Instructional Materials - 3 pages

Exhibit B: Checklist for Reconsideration of Instructional Materials - 2 pages

Exhibit C: Level Two Request for Reconsideration of Instructional Materials – 1 page

Exhibit D: Level Three Request for Reconsideration of Instructional Materials – 2 pages

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 request 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...)

Resource on which you are commenting is a:

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> Audio Recording |
| <input type="checkbox"/> Textbook | <input type="checkbox"/> Library Program | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Video/DVD | <input type="checkbox"/> Electronic information/network (please specify) | |
| <input type="checkbox"/> Display | <input type="checkbox"/> Other _____ | |

Title: _____

Author/Producer: _____

1. Have you reviewed the resource in its entirety? If not, please do so before completing and submitting this form.

2. 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.)

3. What do you believe might be the result of using this resource in the school?

4. What do you believe is the theme or purpose of this resource?

5. Have you read critical reviews or evaluations of this resource? (Please cite review sources)

6. Are you aware of the teacher's purpose in using this resource?

7. What action do you wish the campus to take with regard to this resource?

8. In its place, what material of equal quality would you recommend that could be used to teach similar subject matter?

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

To be completed for all challenge levels

CHECKLIST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

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 N/A
- 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 document either in the resource or in guides? Yes No
- e. Are translations and interpretations faithful to the original? Yes No

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

3. Appropriateness

- a. Does the resource promote the educational goals and objectives of the curriculum of 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 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 preoccupation with sex, violence, cruelty, brutality, or aberrant behavior that would make this material inappropriate for children? Yes No N/A

For young adults? Yes No N/A

- h. If there is use of 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>District Use:</i> <i>Name of Material:</i> _____ <i>Reconsideration Number:</i> _____ <i>Date:</i> _____ <i>(School # plus challenge #. Ex.: 1271, 1272, 1273...12711, 12712...)</i>

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

Comments: _____

5. Review/Evaluations

a. 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 Materials, Level I 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 I may be presented at this Level II appeal.

Signature of citizen Requesting Reconsideration:

_____ Date: _____

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

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

EXHIBIT D

**LEVEL III 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 II Request for Reconsideration of Instructional materials: _____

Describe the remedy sought at Level II:

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 Materials, Level I and Level II forms are attached.

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

Signature of Citizen Requesting Reconsideration

Date

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

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