

Please note that school libraries serve as a repository for voluntary inquiry for students and not as a repository for required curricular materials. Complainants and reconsideration committee members should keep this in mind throughout the reconsideration process.

If multiple reconsideration requests are outstanding at any point in time, priority will first be given to submissions from parents of students currently enrolled in Denton ISD that seek reconsideration of materials currently in circulation at their child(ren)'s campus(es). Reconsideration forms will also be prioritized higher if the complainant has read the material in its entirety.

Formal Book Challenges

Committee Instructions to Processing Library Materials Reconsideration Form:

- Confirm the form has been completely filled out. If it hasn't, make a copy, add the date, and send the original back to the complainant to complete.
- Confirm the complainant is a resident of the district.
- Review the requested remedy. If the complainant hasn't asked for a remedy, you can address the complaint, but you cannot address the remedy because it was not included in the complaint.
- Respond to the complainant in writing that you have received the formal request and that a committee will be formed according to board policy.
- [Template Acknowledgement Form](#)

Appoint Committee Members (recommend total of 5)

- Administrator (Campus Principal, Executive Director, Assistant Superintendent)
- Teachers or Librarians – 2 to 3 representing multiple grade levels that might use the book
- Parent Representative (not complainant)
- Student representative (if applicable)
- Non-instructional professional staff (ex: instructional coach, counselor)

Preparation for Committee Meeting

- Packets need to be made for all committee members of the following items:
 - Submitted Reconsideration Form
 - Any complaint documents of evidence
 - Applicable Board Policies (Committee needs to read and understand policies)
 - EF (LEGAL), EFB (LOCAL) (Library Materials related)
 - EFA (LOCAL) (Instructional Materials related)
 - Campus librarian documents of evidence
 - Agenda

Committee Member Pre-Work

- All members must review submitted documents and these guidelines prior to participating in the committee meeting.
- All members should read the material in question in its entirety.

Facilitating Committee Meeting

Call Meeting to Order

- Record members in attendance, time, and date of the meeting.
- Assign a committee member to take digital notes during the meeting. Notes should be factual in nature and not express opinions.

Review Board and Selection Policies

Clarify any questions raised by the committee. Focus on the guiding principles set forth in EFA (LOCAL) or EFB (LOCAL). Make sure the committee understands how materials are selected.

- Library Materials – Librarians utilize professional review sources, state and national recommended reading lists, professional learning networks of certified librarians and literacy experts to curate collections that support curriculum and represent the school community.
- Curriculum Materials – District level committees are formed per board policy and materials are selected using rubrics.
- A complainant may object to an instructional resource used in a school’s educational program, despite the fact that professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.
- Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child’s parent.
- The major criteria for the final decision on the challenged resources is the appropriateness of the resource for its intended use.
 - *Curriculum materials are used to support TEKS for all content areas in grades PK-12.*
 - *Library materials are used to support all curriculum content levels as well as to provide a balanced collection representing various points of view.*
- **Alert:** No challenged instructional resource shall be removed solely because of ideas or viewpoints expressed therein. A decision to challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professional involved in the original selection and/or use of the resource.

Document Review

- Review complainant requested remedy and submitted documentation from complainant and teacher/librarian.

- **Alert:** If the complainant hasn't asked for a remedy, you address the complaint but you cannot address the remedy since it wasn't requested.

Committee Discussion

This is an open time for the committee members to express whether the material meets the board-approved selection criteria (yes/no). The committee's charge is only to determine whether the material meets board selection criteria outlined in EFB (LOCAL) as well as to discuss the requested remedy if included in the complainant's form.

Questions the committee could discuss and answer during this section:

- Does the material meet the selection criteria outlined in Board Policy EFA (LOCAL) or EFB (LOCAL)? How?
- Is the material positively reviewed and/or appropriate for the grades for which it is intended?
- Does the material enrich or support the curriculum? How?
- Is board policy EF (LEGAL) regarding students' First Amendment Rights and removing library materials being followed?
- Would the reviewer consider material "pervasively vulgar" as outlined in EF (LEGAL) and the Children's Internet Protection Act.
- If a remedy is being requested by the complainant, will the remedy agree with board policy?

Committee Vote/Decision

Committee Decision Options			
Keep Unrestricted	Remove From All Libraries	Move to Another Level	Modified Action
Results in denying the remedy the complainant sought.	Committee agrees the content should be removed.	Elem to Middle Or Middle to High	Require Parent permission to read. (This will require additional operational steps by the campus librarian) Restrict to a particular grade (example: 8 th grade only.)

- A proposed remedy as requested by the complainant can only be approved if a plurality of committee members present vote to approve the proposed remedy. Any vote garnering less than plurality approval by the committee results in the denial of the complainant's proposed remedy.
- Notetaker records the committee's decision to retain, remove, or move the material.
 - If the complainant did not return the Request for Reconsideration in a timely manner, address it in the response but continue to address the complaint.
 - Neutrally summarize each complaint and then explain why the issue is being denied or granted.
 - Include any documentation you used to make your decision. If you do not include documentation at this level, it cannot be added or considered later.

Closing

- Thank the committee members for their time.
- Explain to the committee that if the complainant disagrees with the committee decision the parent can file a complaint under Board Policy FNG.

Documentation Archive

- Executive Director of Elementary or Secondary Curriculum as appropriate for curriculum resources.
- Library Coordinator for library resources.

Communication to the Complainant

- A written response should be sent via certified mail or email (if the challenger has shown the ability to communicate via email) within ten days of the committee decision.
 - Best Practice: Include the certified mail number on the letter for confirmation purposes.
- Notify the complainant that Board Policy FNG (LOCAL) or GF(Local) would need to be consulted if the complainant disagrees with the decision.