

INSTRUCTIONAL RESOURCES

EF
(EXHIBIT)

See the following pages for forms regarding reconsideration of instructional resources:

Exhibit A: Request for Reconsideration of Instructional Resources—2 pages

Exhibit B: Checklist for Reconsideration of Instructional Resources—3 pages

Exhibit C: Notice of Use of an Electronic Resource—1 page

EXHIBIT A

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Do you represent:

- Yourself?
- An organization?

If an organization, please identify: _____

Resource on which you are commenting:

- Book
- Magazine
- Newspaper
- Audio recording
- Textbook
- Video/DVD
- Library program
- Display
- Electronic information/network *(please specify):* _____
- Other: _____

Title: _____

Author/Producer: _____

1. Have you reviewed the resources in their entirety?

- Yes
- No

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

2. To what in the resource do you object? *(Please be specific. Cite pages and the like.)*

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

4. For what age group would you recommend this resource?

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

6. What do you believe should be done with the resource in question?

- Remove it from the curriculum.
- Do not allow my child to use this resource.
- Use it as resource material or a choice selection.

Complainant's signature: _____

Date: _____

EXHIBIT B

CHECKLIST FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

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

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

3. Appropriateness

- a. Does the resource promote the educational goals and objectives of the curriculum of District schools?
- Yes
 No
- b. Is it appropriate for the level of instruction intended?
- Yes
 No
- c. Are the illustrations appropriate for the subjects and age levels?
- Yes
 No

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. Does it give a dimension or direction that is new or different from others available for the subject?
- Yes
 No

5. Review/Evaluations

- a. Source of review/evaluation: _____
- Favorably reviewed
 Unfavorably reviewed
- b. Does this title or resource appear in one or more reputable selection aids?
- Yes
 No
- (If yes, please list titles of selection aids.)*

Additional comments:

Recommendations by review committee for treatment of questioned resource:

Signatures of review committee:

Chairperson: _____

Date: _____

EXHIBIT C

NOTICE OF USE OF AN ELECTRONIC RESOURCE

Dear Parent,

I am planning to show _____ (*name of electronic resource*) to my
_____ (*subject*) class. This material is rated _____. The rating
is due to the following factors:

The purpose of seeing this material is:

- The electronic resource will be shown in its entirety.
- Only the following portions of the electronic resource will be shown: _____

Please return the accompanying permission slip prior to the date the material is scheduled to
be shown, _____ (*date*).

If you wish to preview this material, please feel free to contact me for further information.

Teacher: _____

Date: _____

Please return by _____ (*date*)

- My child, _____, has my approval to view the
electronic resource, _____ (*name of resource*), in
_____ (*subject*) class.
- I do not want my child, _____, to view the
electronic resource, _____. Please
substitute an alternative instructional activity.

Parent's signature: _____

Date: _____