



Agenda of Policy Committee Meeting

The Board of Trustees Belton Independent School District

A Policy Committee Meeting of the Board of Trustees of Belton Independent School District will be held September 6, 2022, beginning at 5:00 PM in the Bronco Room, 400 N. Wall Street, Belton, TX 76513. One or more trustees may participate via video conference.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

- 1. Call to Order**
- 2. Public Comments**
- 3. Review and Discuss the Following Items:**
 - A. TASB Policy Review Local Policy to Address - 1st Reading
 1. CDA(LOCAL): Other Revenues - Investments 2
 - B. EF(LOCAL): Instructional Resources - 1st Reading 7
- 4. Issues/Concerns for Future Agenda or Administrative Reports**
- 5. Adjourn**

PROPOSED REVISIONS

(pages 4 and 5)

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer(s) of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures.

The District may contract with a non-discretionary, SEC-registered investment adviser to assist in management of the portfolio(s).

All investment transactions except investment pool funds and money market mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Fully insured or collateralized certificates of deposit from Texas banks as permitted by Government Code 2256.010 and collateralized in accordance with this policy.
3. Fully insured share certificates from Texas credit unions as permitted by Government Code 2256.010.
4. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
5. A securities lending program as permitted by Government Code 2256.0115.
6. Prime banker's acceptances as permitted by Government Code 2256.012.
7. A1/P1-rated commercial paper with a maximum stated maturity of 270 days as permitted by Government Code 2256.013.
8. AAA-rated money market mutual funds, which strive to maintain a \$1 net asset value, as permitted by Government Code 2256.014.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

9. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
10. Public funds investment pools, which strive to maintain a \$1 net asset value, as permitted by Government Code 2256.016.
11. Fully FDIC-insured or collateralized interest-bearing accounts in Texas banks as permitted by Government Code 2256.010 and collateralized in accordance with this policy.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and Maturity

Any internally created pool fund group of the District shall have a maximum dollar weighted average maturity of 365 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for

the type of investment. The risk benchmark for the total portfolio shall be the six-month treasury bill for the comparable period.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings. Credit ratings shall be monitored at least monthly and if the credit rating falls, the investment officer or adviser shall notify the chief financial officer with alternatives for prudent liquidation of the securities so down-graded.

Funds / Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

The District may commingle its funds for investment purposes while serving the unique needs of every fund type.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. Uncertain cash flows shall require a liquidity buffer in order to meet unanticipated cash flow needs.

Custodial Funds

Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service Funds

Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet each successive debt service payment obligation in accordance with provisions in the bond documents. No extensions are authorized until each successive debt service debt is fully funded.

Capital Project Funds

Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities shall be planned to meet expenditure expectations.

Safekeeping and Custody

The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an

investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool. All security transactions shall be cleared delivery versus payment.

Collateral shall be required for all bank time and demand deposits above the FDIC insurance coverage. Collateral terms shall conform to FIRREA. Collateral shall be held by an independent third-party institution and have a market value of 102 percent of the total deposit (110 percent for mortgage-backed securities) in accordance with Government Code 2257. [\[See BDAE\]](#)

Sellers of Investments

Prior to handling investments on behalf of the District, brokers/dealers, or a qualified representative of a business organization, defined as a local government pool or *discretionary* investment adviser, must submit required written documents in accordance with law. [\[See Sellers of Investments, CDA\(LEGAL\)\]](#)

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). All broker/dealers shall be sent a copy of the Investment Policy as amended. Investment officers shall maintain information regarding the brokers/dealers and the authorized broker/dealer list shall be reviewed annually by the Board or a Board-created investment committee.

Soliciting Bids

In order to get the best return on its investments, the District shall solicit competitive bids for all securities in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall comply with maximum maturity and weighted-average-maturity limits and diversify the portfolio.

The District shall monitor interest rate risk against its risk benchmark using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority on all transactions;
2. Avoidance of collusion;

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

3. Custodial safekeeping;
4. Clear delegation of authority;
5. Written confirmation of all transactions; and
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review ~~and adopt~~ this investment policy and investment strategies not less than annually and shall document its review by resolution in writing, which shall include ~~all~~ whether any changes made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

Note: For information related to the selection of instructional materials, see EF(LEGAL) and EFA.

Objectives

The District shall provide a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The Superintendent shall ensure that librarians and other designated professional staff select library materials in accordance with District policy and administrative regulations.

In this policy, “library materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading.

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

School libraries are essential, safe, and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from stakeholders.

Parental
Involvement

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

To support transparency and access for the school community, the District shall establish means for parents and the public to review holdings, including information about titles and how materials are assessed.

Protection from
Inappropriate
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2) or “obscene” material as defined by Penal Code 43.21(a)(1).

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Selection

Library materials shall be chosen in accordance with the following selection criteria derived from the guidelines adopted by the Texas State Library and Archives Commission. In the selection of library materials, librarians and other professional staff shall make an effort to ensure that the materials:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues].
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Have received favorable professional library reviews from state and nationally recognized review publications.
6. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators.
7. Have a high degree of potential user appeal and interest.
8. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.
9. Are requested or recommended by students and teachers.
10. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.
11. Not be in violation of Texas Penal Code 43.24(a)(2) or 43.21(a)(1).

Parent Consideration

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian/digital media specialist and their child's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources see EF(LEGAL).]

Challenged Resources

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident who is 18 years of age or older, may challenge a library material maintained in the District's library program on the basis that the library material fails to meet the standards set forth in this policy. The number of library materials in review will be in balance with the resources available. The District shall make every attempt to ensure at least one library material a month is reviewed if applicable. Library materials will only be reviewed during the school year. Priority for review of books will be given to challenges filed by current BISD parents.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except if the the material is alleged to have content which is harmful or obscene in nature and a reasonable determination was made to restrict access to material to a student without parent permission, or if copies of the book are needed for the reconsideration committee process. The District may deny access of the material to a student if requested by the child's parent.

The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed therein.

Informal
Reconsideration

The school receiving a complaint about the appropriateness of any library material shall try to resolve the matter informally using the following procedure:

1. The librarian/digital media specialist or administrator shall explain the school's selection process, the criteria for selection, and the qualification of the professional staff who selected the library material.
2. The librarian/digital media specialist or administrator shall explain the intended purpose of the library material and any additional information regarding its use.
3. In the event the complainant is a concerned parent, the librarian/digital media specialist or administrator may offer an alternative library material to be used by the parent's child in place of the library material.
4. If a complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and EFB(EXHIBIT A) to request a formal reconsideration of the library material.

Formal
Reconsideration

A complainant shall make any formal challenge to a library material on the form provided by the District and shall submit the completed and signed form to the Assistant Superintendent of Teaching & Learning or designee [See EFB(EXHIBIT A).] To be placed in committee review, the form must be completed with specificity regarding the content being challenged. Upon receipt of the completed form, the Assistant Superintendent of Teaching & Learning or designee shall appoint a reconsideration committee.

If a formal objection to a library material includes an allegation that the library material includes content, graphics or illustrations considered “harmful material” as defined by Penal Code 43.24(a)(2) or obscene” as defined by Penal Code 43.21 (a)(1), the Assistant Superintendent of Teaching & Learning or district administrator, campus administrator and at least one District librarian/digital media specialist shall review the specific content alleged to be harmful or obscene and make a reasonable determination to restrict access to the library material to any student without parent permission until the completion of the challenge process.

The formal reconsideration committee shall include a campus administrator, a librarian/digital media specialist, a classroom teacher, and a parent. The committee may include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material’s content. Other members of the committee may also include a district administrator and any other appropriate staff member. The committee shall be comprised of a minimum of five members and shall have an odd number of voting members.

All members of the committee shall review the challenged library 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 and whether the challenged material will continue to be used in the library program. The committee shall weigh the strengths and weaknesses of the challenged library material as a whole rather than on passages or sections that may be taken out of context. An exception of this is in relation to graphics and illustrations which must independently not violate the Penal Code 43.24(a)(2) or Penal Code 43.21 (a)(1),

The committee shall determine by a majority vote, based on an individual anonymous vote, whether or not the challenged library material shall remain in use. The committee shall prepare a written report of its findings based on EFB(Exhibit B). The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

In the event of the receipt of multiple reconsideration forms for a single library material, the first form received will initiate the process, and subsequent challenge forms will not be processed.

*Frequency of
Review*

After a library material has been reviewed through formal reconsideration, it shall not be reviewed again for a period of no less than five years.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]. Within this process, an appeal will start at level two with a district administrator.

Gifts and Donations

The District shall accept gifts and donations to a campus library with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC].

**Maintenance of
Library Materials**

In accordance with state and local guidelines, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

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

Exhibit A: Request for Reconsideration of Library Materials Form

Exhibit B: Checklist for Reconsideration of Library Materials

EXHIBIT A

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

First and Last Name of Person Initiating Request: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Email: _____

Campus where concern originated:

Checklist of all Belton ISD campuses

Do you represent:

- Yourself
- An organization

If an organization, please complete the following:

Organization Name: _____

First and Last Name of President/Primary Officer of Organization: _____

Primary email address of Organization contact: _____

Primary Address of Organization (including city, state and ZIP): _____

Resource on which you are commenting:

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

Title: _____

Author/Producer: _____

1. This resource is part of the campus library.

- Yes
- No (Please use the EFA(Exhibit A) Form for Instructional Materials)

2. Have you reviewed the library material in its entirety?

- Yes
- No

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

3. To what in the library material do you object? *(Please be specific. Cite pages and quote exact passages. It is very important this section be completed with specificity for the committee to fully address your concern. An incomplete form will be returned for completion).*

4. What do you believe might be the result of using this library material? _____

5. For what age group would you recommend this library material?

- Elementary – grades K through 5th grade
- Middle School – grades 6th through 8th
- High School – grades 9th through 12th
- Adult
- Do not recommend for any age level

6. What do you believe should be done with the library material in question? (Choose one)

- Remove it from any Belton ISD library collection.
- Move the library material to a different grade level.
- Do not allow my child to use this library material.

Penal Code 43.24(a)(2) defines

"Harmful material" means material whose dominant theme taken as a whole:

(A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;(B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and (C) is utterly without redeeming social value for minors.

Penal Code 43.21(a)(1) defines

(1) "Obscene" means material or a performance that:

(A) the average person, applying contemporary community standards, would find that taken as a whole appeals to the prurient interest in sex;

(B) depicts or describes:

(i) patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated, including sexual intercourse, sodomy, and sexual bestiality; or

(ii) patently offensive representations or descriptions of masturbation, excretory functions, sadism, masochism, lewd exhibition of the genitals, the male or female genitals in a state of sexual stimulation or arousal, covered male genitals in a discernibly turgid state or a device designed and marketed as useful primarily for stimulation of the human genital organs; and

(C) taken as a whole, lacks serious literary, artistic, political, and scientific value.

7. In the request for reconsideration of this library material, do you consider the content to include "harmful material" or "obscene" material in nature as described above?

- Yes
 No

8. If you answered yes, please include exact pages numbers of content or illustrations that you believe are harmful or obscene. _____

The following documents address how the reconsideration of instructional materials is addressed in board policy.

Belton ISD- EF(Legal)

Belton ISD- EFB(Local)

These policies can be located here.

Complainant's signature: _____

EXHIBIT D

CHECKLIST FOR RECONSIDERATION OF LIBRARY MATERIALS

Type of resource: _____

Title: _____

Author/Producer: _____

1. Appropriateness

- a. Does the library material promote the educational goals and objectives of the curriculum of District schools?

Yes

No

- b. Are there any selection criteria outlined in EFB(LOCAL) that are not met?

Yes

No

If yes, which criteria? _____

- c. Is it appropriate for the age, ability level, learning styles, interests, and social and emotional development of the students for whom the library material is available?

Yes

No

- d. Are the illustrations appropriate for the subjects and age levels?

Yes

No

- e. Is the material free of obscene images portraying sex acts, as defined by Penal Code 43.21(a)(1)? When referencing this code, images must be viewed independently and not as part of the entire content of the book.

Yes

No

2. Content

- a. Is the content of this library material 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
- d. Is the material content free of harmful or obscene content as defined by Penal Code 43.21(a)(1) and 43.24 (a)(2)?
- Yes
 No

3. Review/Evaluations

- a. Source of reputable review/evaluation: _____
- Favorably reviewed
 Unfavorably reviewed
- b. Is this book known to be challenged and removed from other districts?
- Yes
 No

Additional comments:

Recommendations by review committee member for treatment of questioned library material:

- Maintain the library material as part of any Belton ISD library collection.
 Remove the library material from any Belton ISD library collection.
 Move the library material to a different grade level.

Other:

Signatures of review the committee:

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(EXHIBIT)

Signature of the Chairperson: _____

Date: _____

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB(LOCAL).

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials be chosen are preferred to be from the list of resources adopted by the State Board of Education in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, District resident over the age of 18, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Challenged Resources

A parent of a District student, a student who is 18 years of age or older, or an individual employee or any District resident who is 18 years of age or older may formally challenge an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy. The number of instructional materials in review will be in balance with the resources available. The District shall make every attempt to ensure at least one instructional material a month is reviewed if applicable. Instructional materials will only be reviewed during the school year.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access of the material to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal
Reconsideration

The school receiving a complaint about the appropriateness of any instructional material shall try to resolve the matter informally using the following procedure:

1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualification of the professional staff who selected the instructional material.
2. The principal or designee shall explain the intended educational purpose of the instructional material and any additional information regarding its use.
3. In the event the complainant is a concerned parent, the principal or designee may offer an alternative instructional material to be used by the parent's child in place of the challenged resource.
4. If complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and for EFA(EXHIBIT A) to request a formal reconsideration of the instructional material.

Formal
Reconsideration

A complainant shall make any formal challenge to an instructional material on the form provided by the District and shall submit the completed and signed form to the Assistant Superintendent of Teaching & Learning or designee [See EFA(EXHIBIT A).] To be placed in committee review, the form must be completed with specificity regarding the content being challenged. Upon receipt of the form, the Assistant Superintendent of Teaching & Learning or designee shall appoint a reconsideration committee.

The reconsideration committee shall include a campus administrator, a classroom teacher, and a parent. The committee may include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may also include a district administrator and any other appropriate staff member. The committee shall be comprised of a minimum of five members and shall have an odd number of voting members.

All members of the committee shall review the challenged section of the instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged instructional material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall weigh the strengths and weaknesses of the challenged instructional material as a whole rather than on passages or sections that may be taken out of context.

The committee shall determine by a majority vote, based on individual anonymous vote, whether or not the challenged instructional material shall remain in use. The committee shall prepare a written report of its findings based on EFA(EXHIBIT B). The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the state adoption process. If there is not a state adoption process for the challenged instructional material, it will not be reviewed again for a period of no less than five years.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF] Within this process, an appeal will start at level two with a district administrator.

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

Exhibit A: Request for Reconsideration of Instructional Resources Form

Exhibit B: Checklist for Reconsideration of Instructional Resources

EXHIBIT A

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES FORM

First and Last Name of Person Initiating Request: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Email: _____

Campus where concern originated:

Checklist of all Belton ISD campuses

Do you represent:

- Yourself
- An organization

If an organization, please complete the following:

Organization Name: _____

First and Last Name of President/Primary Officer of Organization: _____

Primary email address of Organization contact: _____

Primary Address of Organization (including city, state and ZIP): _____

Resource on which you are commenting:

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

INSTRUCTIONAL RESOURCES

EFA
(EXHIBIT)

Title: _____

Author/Producer: _____

1. This resource is part of the:

- Curriculum resources
- Teacher's classroom
- Other: _____

2. Have you reviewed the instructional material in its entirety? For a textbook, the entire chapter.

- Yes
- No

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

3. To what in the instructional material do you object? *(Please be specific. Cite pages and the quote exact passages. It is very important this section be completed with specific for the committee to fully address your concern. An incomplete form will be returned for completion).*

4. What do you believe might be the result of using this instructional material? _____

5. For what age group would you recommend this instructional material?

- Elementary – grades K through 5th grade
- Middle School – grades 6th through 8th
- High School – grades 9th through 12th
- Adult
- Do not recommend for any age level

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

- Remove it from the curriculum
- Move the instructional material to a different grade level.
- Use it as instructional material or a choice selection that is not required to be used by my student.

The following documents address how the reconsideration of instructional materials is addressed in board policy.

Belton ISD- EF(LEGAL)

Belton ISD- EFA(LOCAL)

These policies can be located here.

Complainant's signature: _____

DATE ISSUED:
7/6/UPDATE 54
EF(EXHIBIT)-RRM

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. Appropriateness

- a. Does the resource promote the educational goals and objectives of the curriculum of District schools?
 - Yes
 - No
- b. Are there any selection criteria outlined in EFA(LOCAL) that are not met?
 - Yes
 - No
 - If yes, which criteria? _____
- c. Is it appropriate for the level of instruction intended, subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom the instructional material is selected?
 - Yes
 - No
- d. Are the illustrations appropriate for the subjects and age levels?
 - Yes
 - No

3. Content

a. Is the content of this instructional material 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

4. Review/Evaluations

Source of reputable review/evaluation: _____

- Favorably reviewed
- Unfavorably reviewed

Additional comments:

Recommendations by review committee member for treatment of questioned resource:

- Maintain the instructional material resource as part of the curriculum
- Maintain the instructional material resource as part of supplemental material
- Remove the instructional resources as part from the curriculum or supplemental material
- Move the instructional material to a different grade level.

Other: _____

Signatures of review committee:

Signature of chairperson: _____

Date: _____