

Challenge of Instructional Material

1. Inquiries

- a. Any inquiry made to an administrator regarding instructional material by any person(s) shall be made known to the staff member(s) using the material. The staff member(s) shall be made aware of the person(s) making the inquiry.
- b. The administrator shall then arrange for the person(s) making the inquiry to meet with the staff member(s) using the material in an effort to resolve the issue informally.
- c. The administrator shall inform the person(s) making the inquiry that if they are not satisfied with the outcome of the informal process, they may file a formal written challenge.

2. Challenges

- a. All formal challenges shall be in writing on the district form prepared for this purpose and must be submitted to the superintendent.
- b. Upon receipt of a written challenge, the superintendent shall, within 15 student contact days, appoint a Challenge Review Committee (CRC), provide a copy of the written challenge to the staff member(s) whose material is being challenged, and convene a Challenge Review Committee.
- c. The CRC shall consider the challenge within 15 student contact days of their convening by the superintendent.
- d. The principal shall recommend to the superintendent whether or not the challenged material should be withdrawn from use during the review process. The superintendent may withdraw challenged material following receipt of the recommendation from the principal until final resolution is reached.
- e. Following a review of the challenged material, the CRC shall submit its report and recommendation to the superintendent. Copies of the recommendation shall be provided to the person(s) filing the challenge and to the staff member(s) involved. The superintendent may accept or reject the recommendation of the CRC and notify the person(s) filing the challenge and the staff member(s) involved.
- f. The superintendent shall notify the School Board of his/her decision at the next regularly scheduled meeting. Person(s) filing the challenge may appeal the superintendent’s decision to the School Board.
- g. The Challenge Review Committee (CRC) shall be appointed by the superintendent and shall be composed as follows:

District Employees (5):

- 2 Teachers from the building level from which the challenge originated
- 2 Teachers from the district at large
- 1 Administrator

Patrons (4):

- 2 Parents from the building level from which the challenge originated
- 2 Patrons from the community at large

The CRC shall be chaired by a district office administrator appointed by the superintendent and shall be a nonvoting member of the committee.

The committee chair shall be responsible for documenting all proceedings, for adherence to established procedures and guidelines and for preparing and presenting the report and recommendation to the superintendent based on the minutes of the meeting(s). Additionally, the chair will send copies of the committee's report and recommendation to the person(s) filing the challenge and the staff member(s) involved.

3. Procedures to be followed by the CRC

- a. Review "Challenge of Instructional Material" Administrative Rule IIA-AR.
- b. Establish a calendar for the review of the challenged material.
- c. Review the challenged material considering the theme, concept, vocabulary, and illustrations as they apply to:
 - (1) The appropriateness of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up.
 - (2) The appropriateness of the material's level of difficulty.
 - (3) The appropriateness of the material for the age group(s) with which it was used.
- d. Request that the staff member(s) involved submit a written explanation of their use of the challenged material, specifically addressing its relationship to the established curriculum and course objectives.
- e. An opportunity will be provided to person(s) filing the challenge, staff member(s) involved, outside consultants, lay people, other staff members or other individuals to offer oral or written testimony on the challenge within such procedures and limitations as may be established by the chair with the consensus of the committee.
- f. Review and discuss possible options for recommendation, including:
 - (1) Continued use of the material as used, with no reservations.
 - (2) Restricted or modified use of the material in terms of subject area, grade level, etc.
 - (3) No further use of the material as a part of the regular or support curriculum in the Dallas School District.