

I. DEFINITION OF INSTRUCTIONAL MATERIALS

“Instructional materials” means all resources, whether print, non-print, digital, or any combination thereof, used in the instructional program. “Instructional materials” include, for example, textbooks, specialized materials selected to meet diverse needs or rapidly changing circumstances, library materials, digital resources, items in the school system’s media collection and classroom collections, and teacher-selected resources for individual classes. Academic tests and academic assessments are not considered “instructional materials” for purposes of this regulation.

II. INSPECTION OF MATERIALS

A. Parental Right to Inspection

Parents have the right to inspect all instructional materials that will be used as part of the student’s educational curriculum as well as any materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents may also review all other instructional materials utilized in their child’s classrooms or otherwise available to their child at school following the procedures in this regulation.

Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education will be available for review as provided in policy 3540, Comprehensive Health Education Program.

A parent’s right to inspect instructional materials does not include a right to receive copies of the materials to review.

B. Procedures for Inspection of Instructional Materials

1. At the beginning of each school year, the principal shall remind teachers, the media coordinator, and other instructional staff members of their obligation to allow parental inspection of instructional materials upon a parent’s request. Principals shall also encourage teachers to share instructional materials with parents during conferences, parent meetings, open houses, and parent nights at the school.
2. Parents should direct requests to review instructional materials to the teacher, media coordinator, or other instructional staff member who is responsible for the material. For example, if a parent wishes to inspect an instructional material used in his or her child’s classroom, the parent should

make the request to the classroom teacher. Requests to review instructional materials in the media center should be made to the media coordinator.

3. Teachers, media coordinators, and other instructional staff members with responsibility for instructional materials shall honor a parent's request to review instructional materials as quickly as reasonably possible.
4. Inspections must be scheduled at a time and location that will minimize disruptions to the instructional day, such as scheduling the inspection in the classroom or media center immediately before or after school. School personnel are not required to provide copies of instructional materials to parents for off-site review but should allow the parent adequate time for review at the school location.

III. PARENTAL OBJECTION TO MATERIALS

A. Procedure to File Objection

1. When a parent has an objection to specific instructional material, the parent should first contact the teacher, media coordinator, or other instructional staff member who is responsible for the material and request a meeting to discuss the objection. Any employee who incorrectly receives a request for a meeting should direct the parent to the appropriate employee. The employee responsible for the material shall schedule a meeting with the parent promptly upon receiving the request.
2. At the meeting, the employee should respond courteously to the parent's complaints and provide explanations regarding use of the material to address the parent's concerns but shall make no commitments regarding the removal of the material. At the end of the meeting, the employee shall explain the process for filing a formal objection and give the parent a copy of this regulation.
3. Employees must promptly report to the principal all discussions with parents concerning objections to instructional materials.
4. If the parent still has objections to the instructional material after discussion with the employee, the parent should submit a written objection to the principal. The objection must include:
 - a. the date;
 - b. the parent's name;
 - c. the parent's contact information;

- d. the specific material challenged (including, as applicable, title, author, publisher, date of edition, and the course in which the material is being used or the room in which the material is made available to students);
- e. a description of the nature of the objection in sufficient detail to identify what portion is objected to and why;
- f. the parent's suggested resolution to the issue;

B. Review of Parental Objection to Materials

The following process will be used in evaluating a parent's objection to instructional materials.

- 1. Upon receipt of a complete, written objection, the principal or designee shall forward a copy of the objection to the superintendent or designee.
- 2. The principal shall consult with the superintendent or designee to determine whether the objection will be reviewed by the principal or by a committee.
- 3. If the principal is to review the objection, the review must be performed within 10 days of the principal's receipt of the objection. The principal shall notify the parent if it is necessary to extend this timeframe.
- 4. If a committee is to be convened, it must be convened within 10 days of the principal's receipt of the objection. The principal shall notify the parent if it is necessary to extend this timeframe. The principal shall chair the committee or may designate a committee member to act as chair. The principal shall provide the committee with a copy of the complaint and a copy of the material at issue sufficiently in advance of the meeting so that committee members can review both items thoroughly before the meeting.
- 5. The challenged material will remain in general use until a decision is made regarding the objection.
- 6. In reviewing the objection, the principal/committee shall read the objection carefully and examine the material being challenged. As necessary, the principal/committee may also:
 - a. survey available reviews of the material in professional reviewing sources;
 - b. hear testimony from professional staff using the material and other appropriate individuals;

- c. invite the parent to make an oral presentation at the meeting;
 - d. ask the parent to be available to answer questions; and/or
 - e. consult with the superintendent and/or board attorney.
7. Based on all of the information gathered, the principal/committee shall:
- a. weigh the merits of the material against its weaknesses, based on the material as a whole and not on specific passages/portions out of context;
 - b. determine the extent to which the material supports the curriculum;
 - c. determine whether the material is appropriate for the age and maturity of the students and for the subject matter being taught; and
 - d. after consultation with the superintendent and/or board attorney, determine (1) whether use of the material violates a constitutional or legal right of the parent or student; and (2) if applicable, whether removal of the material from the school media center would violate the First Amendment rights of other students.
8. The principal/committee shall then make a decision regarding what should be done with the material.
- a. If the principal/committee, in consultation with the superintendent and/or board attorney, determines that the material violates a constitutional or other legal right of the student or parent, the principal/committee shall decide to either remove the material from instructional use in the classroom or accommodate the particular student and parent. Before any material is removed, the principal/committee must ensure that the curriculum is still aligned with the current state instructional standards and articulated from grade to grade.
 - b. If an objection is not based upon constitutional or legal rights, the principal/committee may decide to accommodate such objection after considering the effect on the curriculum, any burden on the school, teacher, or other students that the accommodation would create, and any other relevant factors.
 - c. No material may be removed from the school media center simply because the principal/committee dislikes the ideas contained in the material or seeks by removing the material to prescribe what will be approved or accepted in politics, nationalism, religion, or other

matters of opinion.

9. The principal/committee shall prepare a written report that includes any determinations and the decision regarding what should be done with the material. If the principal was not a member of the reviewing committee, the committee shall send a copy of the report to the principal.
10. The principal shall forward a copy of the report to the superintendent or designee and shall send a copy to the parent by registered mail.
11. The principal shall implement the decision of the principal/committee.
12. The decision of the principal/committee may be appealed to the superintendent and thereafter to the board. Appeals shall follow the process outlined in policy 1740/4010, Student and Parent Grievance Procedure and corresponding regulations.

Issued by the Superintendent: December 01, 2016

Reviewed:

Revised: