
From: Ivie Szalai [REDACTED]
Sent: Friday, November 4, 2022 3:06 PM
To: Stratos, Mary E
Cc: Francisco.Rodriguez@beaufort.k12.sc.us
Subject: Re: Explicit Book Complaint

WARNING: This email originated from outside of Beaufort County School District's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am just following up as I talked with a reporter this morning that said the district was adamant that a review form had not been submitted. The form was sent as an attachment in this email. Is it possible that you just didn't see it? I want to make sure that it was received as it was disappointing to hear public comments saying that the process was not followed. I did exactly what was asked of me.

Thanks, Ivie Szalai

On Fri, Oct 21, 2022 at 4:58 PM Ivie Szalai [REDACTED] wrote:

Dr. Stratos,

I hope that you, the Board, and Dr. Rodriguez can clearly see that Regulation IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials should not be required when schools should not be disseminating explicit materials in the first place. Thank you for allowing me to only fill out one form as opposed to 96. Although the materials in question are not given directly to children, they have been made available. And the fact that this material made its way into the schools is questionable but also criminal. I hope that there will also be an investigation as to who is responsible for this whether it be on a District level or at the school level.

South Carolina Code of Laws, Title 16 - Crimes and Offenses

CHAPTER 15, Offenses Against Morality and Decency, ARTICLE 3, Obscenity, Material Harmful to Minors, Child Exploitation, and Child Prostitution

SECTION 16-15-305. Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

It can and should be prosecuted.

SECTION 16-15-385. Disseminating harmful material to minors and exhibiting harmful performance to minor defined; defenses; penalties.

<https://www.scstatehouse.gov/code/t16c015.php>

Parents and guardians in the state of South Carolina send their children to school with the expectation that they are being safeguarded from material that is harmful to minors. As a parent, I should not have to spend over 30 hours digging into the school's library catalog to find materials that are considered minor restricted. Nor should I have to continue to monitor to see that new harmful material is or is not being added. I fully expect that a new policy be put in place to ensure that no further minor restricted material is added. It is the district's job to do this, not mine. I will continue to monitor but if I do find new material, I will not be filling out Regulation IS-38, I will be reporting it to the proper law enforcement authorities. You have been warned therefore to continue to disseminate explicit material can constitute actual malice.

Further, there should not have to be a Materials Reconsideration Committee to review materials of this nature. I understand that there will be literature that may not contain explicit material that should go through this process but one look at the reviews, using <http://booklooks.org/>, of any of the 96 book titles that I have provided should be enough to know that disseminating them in the schools is a violation of the law. If the most aberrant books were to be made into movies, the most graphic scenes would likely be rated X or at the bare minimum, rated R. Minors are not allowed in an R rated movie without parental or guardian supervision. I do not think the District would support nor allow the showing of an R rated movie in school so why would it be ok to have books with similar substance available to minors?

I am asking that the District make a formal statement regarding this matter. Further, I am hearing rumors that the Board is being told that most of the titles are not in the schools. As of October 13th, every title listed is available in Destiny Discover. I have over 300 screengrabs to show proof of this. The District needs to acknowledge its mistake and prove to citizens that this will never happen again. Please, I ask that you as a District, lead the change that needs to happen across our entire state and nation.

Please find attached the form that I have filled out along with a list of the 96 book titles that are available in one or more libraries in our district schools below. Some schools have multiple copies, like 25 or more. That would lead me to believe that perhaps those books are actually being used as instructional material in the classroom. If so, that needs to stop immediately. I would like to point out that this is not political. This is not about woke ideology. This is about minors being exposed to material that is not age appropriate and is against the law.

I look forward to hearing back and I expect that you will keep me fully informed every step of the way.

Sincerely, Ivie Szalai

The resource that I used to determine the severity of the material is <http://booklooks.org/>.

Another good resource is <https://www.ratedbooks.org/>.

I have not yet cross checked with the Rated Books website but in all honesty, it's the District's turn to do the work.

I looked for every book that had a rating of 3 or higher.

- A rating of 3 is defined as minor restricted, under 18 requires guidance of parent or guardian.
- A rating of 4 is defined as no minors, adult content, no child under 18.
- A rating of 5 is defined as aberrant content, adult only.

Book Titles found using Destiny

(<https://destiny.beaufort.k12.sc.us/district/servlet/presentlistsitesform.do?districtMode=true>).

1. A Lesson in Vengeance by Victoria Lee Rated 3
2. All Boys Aren't Blue by George M. Johnson Rated 4
3. All the Things We Do in the Dark by Saundra Mitchell Rated 3
4. Almost Perfect by Brian Katcher Rated 3
5. Ask the Passengers by A.S. King Rated 3
6. Beautiful by Amy Reed Rated 4
7. Boy Girl Boy by Ron Koertge Rated 3
8. Burned by Ellen Hopkins Rated 3
9. Breathless by Jennifer Niven Rated 4
10. *City of Heavenly Fire by Cassandra Clare
11. Clockwork Princess by Cassandra Clare Rated 3
12. Collateral by Ellen Hopkins Rated 4
13. Confess: A Novel by Colleen Hoover Rated 4
14. Cool for the Summer by Dahlia Adler Rated 3
15. Court of Frost and Starlight by Sarah J. Maas Rated 4
16. Court of Mist and Fury by Sarah J. Maas Rated 4
17. Court of Thorns and Roses by Sarah J. Maas Rated 4
18. Court of Wings and Ruin by Sarah J. Maas Rate 4
19. Crank by Ellen Hopkins Rated 3
20. Damsel by Elana Arnold Rated 4
21. Eleanor and Park by Rainbow Rowell Rated 3
22. Empire of Storms by Sarah J. Maas Rated 4
23. Extremely Loud and Incredibly Close by Jonathan Safran Foer Rated 3
24. Fade by Lisa McMann Rated 3
25. Fallout by Ellen Hopkins Rated 3
26. Felix Ever After by Kacen Callender Rated 3
27. Flamer by Mike Curato Rated 3
28. Forever for a Year by B.T. Gottfred Rated 4
29. Foul is Fair by Hannah Capin Rated 3
30. Gabi, A Girl in Pieces by Isabel Quintero Rated 3
31. Glass by Ellen Hopkins Rated 3

32. Go Ask Alice by Anonymous Rated 3
33. Grit by Gillian French Rated 3
34. grl2grl by Julie Anne Peters Rated 3
35. Grown by Tiffany D. Jackson Rated 3
36. Half of a Yellow Sun by Chimamanda Ngozi Adichie Rated 4
37. Hopeless by Colleen Hoover Rated 4
38. I Am Not Your Perfect Mexican Daughter by Erika L. Sanchez Rated 3
39. Identical by Ellen Hopkins Rated 4
40. I'll Give You The Sun by Jandy Nelson Rated 3
41. Impulse by Ellen Hopkins Rated 3
42. It Ends With Us by Colleen Hoover Rated 4
43. Kingdom of Ash by Sarah J. Maas Rated 4
44. Last night at the Telegraph Club by Malinda Lo Rated 4
45. Layla by Colleen Hoover Rated 4
46. *Leah on the Offbeat by Becky Albertalli
47. Living Dead Girl by Elizabeth Scott Rated 4
48. Lolita by Vladimir Nabokov Rated 3
49. Looking for Alaska by John Green Rated 3
50. Lucky by Alice Sebold Rated 5
51. Me and Earl and the Dying Girl by Jesse Andrews Rated 3
52. Milk and Honey by Rupi Kaur Rated 4
53. Monday's not Coming by Tiffany D. Jackson Rated 3
54. More Happy Than Not by Adam Silvera Rated 3
55. Nineteen Minutes by Jodi Picoult Rated 4
56. November 9 by Colleen Hoover Rated 4
57. Oryx and Crake by Margaret Atwood Rated 4
58. Out of Darkness by Ashley Hope Perez Rated 3
59. Perfect by Ellen Hopkins Rated 4
60. Push a novel by Sapphire Rated 5
61. Ramona Blue by Julie Murphy Rated 3
62. Red at the Bone by Jacqueline Woodson Rated 3
63. Rumble by Ellen Hopkins Rated 3
64. Scars by Cheryl Rainfield Rated 3
65. Shine by Lauren Myracle Rated 4
66. Skin by Donna Jo Napoli Rated 4
67. Smoke by Ellen Hopkins Rated 3
68. Sold by Patricia McCormick Rated 5
69. Speak by Laurie Halse Anderson Rated 3
70. The Art of Racing in the Rain by Garth Stein Rated 3
71. The Black Flamingo by Dean Atta Rated 3
72. The Bluest Eye by Toni Morrison Rated 4
73. The Carnival at Bray by Jessie Ann Foley Rated 4
74. The Duff by Kody Keplinger Rated 4
75. The Female of the Species by Mindy McGinnis Rated 3
76. The Fixer by Bernard Malamud Rated 3
77. The Freedom Writers Diary by The Freedom Writers with Erin Gruwell Rated 4
78. The Handmaid's Tale by Margaret Atwood Rated 4
79. The Haters by Jesse Andrews Rated 4
80. The Infinite Moment of Us by Lauren Myracle Rated 4
81. The Kite Runner by Khaled Hosseini Rated 4
82. The Lovely Bones by Alice Sebold Rated 3
83. The Perks of Being a Wallflower by Stephen Chbosky Rated 4
84. The Poet X by Elizabeth Acevedo Rated 3
85. The Truth About Alice by Jennifer Mathieu Rated 3
86. The Upside of Unrequited by Becky Albertalli Rated 3
87. The You I've Never Known by Ellen Hopkins Rated 3

88. Thirteen Reasons Why by Jay Asher Rated 3
89. This One Summer by Mariko Tamaki Rated 3
90. Tilt by Ellen Hopkins Rated 4
91. Tower of Dawn by Sarah J. Maas Rated 3
92. Tricks by Ellen Hopkins Rated 5
93. Water for Elephants by Sarah Gruen Rated 4
94. Wintergirls by Laurie Halse Anderson Rated 3
95. Yolk by Mary H. K. Choi Rated 3
96. YOLO by Lauren Myracle Rated 4



[BCSD Minor Restricted List including SS.pdf](#)

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Ivie Szalai

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PROCEDURES FOR HANDLING QUESTIONED OR CHALLENGED SCHOOL LIBRARY MATERIALS

Admin. Reg. IS-38.1
November 2022

- I. **Purpose.** This administrative regulation establishes the Superintendent's expectations regarding procedures for receiving and handling questioned or challenged school library materials in the Beaufort County School District (BCSD).
- II. **Non-Discrimination.** The BCSD affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.
- III. **Reconsideration of School Library Materials.**
 - A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.
 - B. The BCSD shall be operated to promote academic freedom, the student's right to read, and the fair and reasonable competition of ideas and information. School officials may not broadly remove books from a school library based on "narrowly partisan or political" grounds that may violate students' first amendment rights to receive information and ideas.
 - C. The reconsideration process should conserve limited staff resources, discourage the monopolization of the challenge process by a few individuals, and require complainants to submit complete, substantive, and fully researched challenge requests.
- IV. **Rights to Challenge.** Any BCSD student or employee, any parent/legal guardian of a BCSD student, and any person residing in a BCSD attendance zone may challenge specific materials found in school libraries.
 - A. The BCSD recognizes the right of a parent/legal guardian to ask that particular school library materials not be made available to their own children, by completing the, "Request to Opt-Out of School Library Materials Form," attached to this Administrative Regulation as Attachment 1. This form is also available on the BCSD website and at the school site.
 - B. Complainants may request the addition of, removal of, restriction of, or expanded access to the school library materials by completing the, "Request For Reconsideration Of School Library Materials Form," attached to this Administrative Regulation as Attachment 2. This form is also available on the BCSD website and at the school site.

C. In reviewing challenges, priority will be given to:

1. Challenges filed by BCSD students (or their parents/legal guardians) who are currently and directly affected by the use of specific materials.
2. Challenges filed by BCSD teachers or administrators whose students are currently and directly affected by the use of specific materials.

III. Reconsideration Procedure. Upon receiving a complaint, the school administrator (or their designee) should schedule an informal conference with the complainant and the school librarian or teacher concerned. If the complaint cannot be resolved satisfactorily during this informal conference, the following options are made available:

- A. If a student (or their parent/legal guardian) objects to specific materials located in a school or classroom library, they may request alternative instructional materials using the “Request to Opt-Out of School Library Materials Form”. The school administrator or their designee shall communicate this request to the student’s teachers, school librarian, and other staff as necessary.
- B. If the complainant would like to request any change that broadly affects access to the material in question, the following procedure shall be followed:
 1. The school administrator or their designee should explain the steps of the reconsideration process to the complainant. Without making any specific commitments which would affect general access to the material in question, the school administrator/designee should assure the complainant and any involved parties that BCSD policy will be followed. The material in question will be removed from general use throughout the BCSD during the reconsideration process.
 2. Complainants wishing to file a formal materials challenge should do so by completing the, “Request For Reconsideration Of School Library Materials Form,” in its entirety, returning a copy to the district Chief Instructional Services Officer or designee. A separate form must be completed for each material being requested for reconsideration. The form attached to this administrative regulation, shall be posted prominently on the district website, and available upon request at schools.
- C. To evaluate the challenged material(s), the Superintendent or designee shall appoint a Materials Reconsideration Committee which may be composed of an odd number of the following individuals:
 1. At least one teacher with expertise in the content area and grade level;
 2. At least one school librarian;
 3. At least one school administrator;

4. At least one parent representing a school family other than the complainant;
 5. At least one district-level director or coordinator with expertise in the content area;
and
 6. At least one member of a School Improvement Council within the district/school;
 7. Any other persons deemed necessary by the Superintendent.
- D. When possible, each member of the Materials Reconsideration Committee should represent different schools, and none should be employed at the school for which the request has been filed. At the discretion of the Superintendent, exceptions to this rule may be made for material that is widely available at most BCSD schools.
- E. **BCSD Materials Reconsideration Committee and Administrative Review Committee will use the "Beaufort County School District Reconsideration Committee Rubric" attached to this Administrative Regulation as Attachment 3.**

IV. Materials Reconsideration Committee.

- A. The Materials Reconsideration Committee will study the complainant's submissions on the, "Request For Reconsideration Of School Library Materials Form," read/examine the referenced materials in full, and meet as a group to share and discuss their findings. The value of any material must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the Board of Education.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material) the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question is acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

V. Administrative Review Committee. BCSD reserves the right to appoint an Administrative Review Committee, and to conduct a review of school library materials. The Administrative Review Committee members will consist:

1. At least one teacher with expertise in the context area and grade level;
2. At least one school librarian;
3. At least one school administrator;
4. At least one district-level director or coordinator with expertise in the content area;
5. At least one community member;
6. At least one parent;
7. At least one member of the School Improvement Council within the district/school; and
8. Any other persons deemed necessary by the Superintendent.

VI. Appeals Process. Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the Board of Education within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the Board of Education will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

~~*This administrative regulation incorporates the former BCSD Administrative Regulation IS-38 Library/Media Center Materials Selection and Adoption.*~~

Adopted: June, 2022, **November, 2022**

Legal references:

- A. Federal legislation:
 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 2. 20 U.S.C. Code, Section 1232h, as amended
- B. S. C. Code, 1976, as amended:
 1. Section 59-31-10 - Library committee.
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.

E. Beaufort County Schools Coherent Governance Manual:

1. GC-1 Board Purpose.
2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

Attachment 1

Request to Opt-Out of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE PARENT/LEGAL GUARDIAN MAKING THE REQUEST

Directions: Please complete this form and submit to the school administrator/designee. Requests will be considered incomplete until the return of this form.

Contact Information of Parent/Legal Guardian Initiating Request

Name: _____ Telephone: (_____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

What, specifically, are you requesting?

You must be the parent or legal guardian of the child for which you are making this request.

☐ Do not assign/lend the specific material named above to my child.

☐ Do not allow my child to check out any materials from school libraries without my prior approval of the specific material in question.

☐ Other _____

Attachment 2

Request For Reconsideration Of School Library Materials Form

Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE CITIZEN MAKING THE REQUEST

In order for your challenge to be processed, you must respond completely to all the following questions:

Contact Information of Citizen Initiating Request

Requested Initiated By: _____ Telephone: (____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

1. Have you discussed the material in question with the principal and school staff member(s)?

☐ Yes ☐ No ☐ Date & Location of Conference _____

2. What brought this resource to your attention? _____

3. Did you read or study the entire body of the material before initiating this request? ☐ Yes ☐ No

If you have read or viewed the material, please summarize it in the space below:

4. Are students *required* to use this material? ☐ Yes ☐ No ☐ I'm not sure

If the material was used as part of a specific activity or assignment, please summarize the purpose of that assignment as you understand it.

5. To what in the material do you object? Please cite page numbers, quotes, or specific information from the material which supports your objections. Feel free to attach additional pages, if needed.

6. What do you believe is the theme or purpose of this material?

7. How has this material been assessed by others who have read it? Please include any reviews, particularly by educators or professional literary critics, which support your objections.

8. How do you perceive students would be affected by this material?

9. In its place, what material of equal educational quality or literary merit could you recommend that would provide additional information or viewpoints on this topic?

10. For what grades would you recommend this material? ☐ PK-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ None

11. What would you like the school district to do about this material?

- ☐ Do not assign or provide this material to my child
☐ Have the Materials Reconsideration Committee re-evaluate the inclusion of this material in school libraries
☐ Other: _____

Signature of citizen

Date

**BEAUFORT COUNTY SCHOOL DISTRICT
RECONSIDERATION COMMITTEE RUBRIC**

Date _____

Name of Novel _____

Directions: After reading the selected novel, rate each of the four criteria based on the following scale: 1- Strongly Disagree 2- Moderately Disagree 3- Agree 4- Moderately Agree 5- Strongly Agree

Learning Resource Criteria					
EDUCATIONAL SIGNIFICANCE	SD	MD	A	MA	SA
The novel supports the BCSD's mission, vision, and goals.	1	2	3	4	5
The novel directly supports the acquisition of related standards. (Educational Significance)	1	2	3	4	5
The novel contributes to improved academic achievement for a variety of learners and learning styles.	1	2	3	4	5
The novel promotes the integration of higher-level thinking skills.	1	2	3	4	5
The novel reflects the needs/interests of the school and the culture of the school community.	1	2	3	4	5
The novel reflects a clear, adequate, and broad presentation of the content.	1	2	3	4	5
Evidence from the text or standards relating to EDUCATIONAL SIGNIFICANCE:					
QUALITY, CONTENT, MANNER OF PRESENTATION	SD	MD	A	MA	SA
The novel is to be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to: i. No errors, validity, accuracy; ii. Objectivity; iii. Well written; and iv. Strong visual appeal.	1	2	3	4	5
Ensure reputation and significance of author and producer.	1	2	3	4	5
The novel contains a value commensurate with cost.	1	2	3	4	5
The novel has high artistic quality, and/or literary style.	1	2	3	4	5

The novel avoids bias and adheres to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.	1	2	3	4	5
Evidence from the text relating to QUALITY:					
AVOIDANCE OF PERVASIVE VULGARITY	SD	MD	A	MA	SA
When considered as a whole, the novel does not appeal to sexual interest in a shameful way.	1	2	3	4	5
The novel does not depict or describe sexual conduct in a clearly offensive way.	1	2	3	4	5
The novel abides by prevailing standards in the adult community in regards to suitable material for minors.	1	2	3	4	5
The novel is free from graphic depictions of sexual activity.	1	2	3	4	5
Evidence from the text relating to VULGARITY:					

APPROPRIATENESS	K-5	6-8	9-12
The novel is appropriate to the age and grade level of students.			
The novel is appropriate to the maturity level of students.			
The novel is appropriate to the content area.			
Evidence from the text relating to APPROPRIATENESS:			

BEAUFORT COUNTY SCHOOL DISTRICT
Official Vote by Committee

Date _____

Name of Novel _____

All ballots are confidential and anonymous. Based on the rubric rating and evidence presented.

- ☐ Challenged material should be returned to school library circulation.
- ☐ Challenged material returned to the school library circulation, only for certain age groups, content areas, or grade levels.
 - Select
 - ☐ K-5
 - ☐ 6-8
 - ☐ 9-12
- ☐ Removed the challenged material in its entirety

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and
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- E. BCSD Materials Reconsideration Committee and Administrative Review Committee will use the "Beaufort County School District Reconsideration Committee Rubric" attached to this Administrative Regulation as Attachment 3.

IV. Materials Reconsideration Committee.

- A. The Materials Reconsideration Committee will study the complainant's submissions on the, "Request For Reconsideration Of School Library Materials Form," read/examine the referenced materials in full, and meet as a group to share and discuss their findings. The value of any material must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the Board of Education.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material) the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question is acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

V. Administrative Review Committee. BCSD reserves the right to appoint an Administrative Review Committee, and to conduct a review of school library materials. The Administrative Review Committee members will consist:

1. At least one teacher with expertise in the context area and grade level;
2. At least one school librarian;
3. At least one school administrator;
4. At least one district-level director or coordinator with expertise in the content area;
5. At least one community member;
6. At least one parent;
7. At least one member of the School Improvement Council within the district/school; and
8. Any other persons deemed necessary by the Superintendent.

VI. Appeals Process. Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the Board of Education within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the Board of Education will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

Adopted: June, 2022, November, 2022

Legal references:

- A. Federal legislation:
 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 2. 20 U.S.C. Code, Section 1232h, as amended
- B. S. C. Code, 1976, as amended:
 1. Section 59-31-10 - Library committee.
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. Beaufort County Schools Coherent Governance Manual:
 1. GC-1 Board Purpose.

2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

Attachment 1

Request to Opt-Out of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE PARENT/LEGAL GUARDIAN MAKING THE REQUEST

Directions: Please complete this form and submit to the school administrator/designee. Requests will be considered incomplete until the return of this form.

Contact Information of Parent/Legal Guardian Initiating Request

Name: _____ Telephone: (_____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

What, specifically, are you requesting?

You must be the parent or legal guardian of the child for which you are making this request.

☐ Do not assign/lend the specific material named above to my child.

☐ Do not allow my child to check out any materials from school libraries without my prior approval of the specific material in question.

☐ Other _____

Attachment 2

Request For Reconsideration Of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE CITIZEN MAKING THE REQUEST

In order for your challenge to be processed, you must respond completely to all the following questions:

Contact Information of Citizen Initiating Request

Requested Initiated By: _____ Telephone: (____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

1. Have you discussed the material in question with the principal and school staff member(s)?

☐ Yes ☐ No ☐ Date & Location of Conference _____

2. What brought this resource to your attention? _____

3. Did you read or study the entire body of the material before initiating this request? ☐ Yes ☐ No

If you have read or viewed the material, please summarize it in the space below:

4. Are students *required* to use this material? ☐ Yes ☐ No ☐ I'm not sure

If the material was used as part of a specific activity or assignment, please summarize the purpose of that assignment as you understand it.

5. To what in the material do you object? Please cite page numbers, quotes, or specific information from the material which supports your objections. Feel free to attach additional pages, if needed.

6. What do you believe is the theme or purpose of this material?

7. How has this material been assessed by others who have read it? Please include any reviews, particularly by educators or professional literary critics, which support your objections.

8. How do you perceive students would be affected by this material?

9. In its place, what material of equal educational quality or literary merit could you recommend that would provide additional information or viewpoints on this topic?

10. For what grades would you recommend this material? ☐ PK-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ None

11. What would you like the school district to do about this material?

- ☐ Do not assign or provide this material to my child
☐ Have the Materials Reconsideration Committee re-evaluate the inclusion of this material in school libraries
☐ Other: _____

Signature of citizen

Date

**BEAUFORT COUNTY SCHOOL DISTRICT
RECONSIDERATION COMMITTEE RUBRIC**

Date _____

Name of Novel _____

Directions: After reading the selected novel, rate each of the four criteria based on the following scale: 1- Strongly Disagree 2- Moderately Disagree 3- Agree 4- Moderately Agree 5- Strongly Agree

Learning Resource Criteria					
EDUCATIONAL SIGNIFICANCE	SD	MD	A	MA	SA
The novel supports the BCSD's mission, vision, and goals.	1	2	3	4	5
The novel directly supports the acquisition of related standards. (Educational Significance)	1	2	3	4	5
The novel contributes to improved academic achievement for a variety of learners and learning styles.	1	2	3	4	5
The novel promotes the integration of higher-level thinking skills.	1	2	3	4	5
The novel reflects the needs/interests of the school and the culture of the school community.	1	2	3	4	5
The novel reflects a clear, adequate, and broad presentation of the content.	1	2	3	4	5
Evidence from the text or standards relating to EDUCATIONAL SIGNIFICANCE:					
QUALITY, CONTENT, MANNER OF PRESENTATION	SD	MD	A	MA	SA
The novel is to be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to: i. No errors, validity, accuracy; ii. Objectivity; iii. Well written; and iv. Strong visual appeal.	1	2	3	4	5
Ensure reputation and significance of author and producer.	1	2	3	4	5
The novel contains a value commensurate with cost.	1	2	3	4	5
The novel has high artistic quality, and/or literary style.	1	2	3	4	5

The novel avoids bias and adheres to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.	1	2	3	4	5
Evidence from the text relating to QUALITY:					
AVOIDANCE OF PERVASIVE VULGARITY	SD	MD	A	MA	SA
When considered as a whole, the novel does not appeal to sexual interest in a shameful way.	1	2	3	4	5
The novel does not depict or describe sexual conduct in a clearly offensive way.	1	2	3	4	5
The novel abides by prevailing standards in the adult community in regards to suitable material for minors.	1	2	3	4	5
The novel is free from graphic depictions of sexual activity.	1	2	3	4	5
Evidence from the text relating to VULGARITY:					

APPROPRIATENESS	K-5	6-8	9-12
The novel is appropriate to the age and grade level of students.			
The novel is appropriate to the maturity level of students.			
The novel is appropriate to the content area.			
Evidence from the text relating to APPROPRIATENESS:			

BEAUFORT COUNTY SCHOOL DISTRICT
Official Vote by Committee

Date _____

Name of Novel _____

All ballots are confidential and anonymous. Based on the rubric rating and evidence presented.

- ☐ Challenged material should be returned to school library circulation.
- ☐ Challenged material returned to the school library circulation, only for certain age groups, content areas, or grade levels.
 - Select
 - ☐ K-5
 - ☐ 6-8
 - ☐ 9-12
- ☐ Removed the challenged material in its entirety

SCHOOL LIBRARY MATERIALS SELECTION & ADOPTION

Admin. Reg. IS-38
November 2022

- I. **Purpose.** This Administrative Regulation establishes the Superintendent's expectations for the selection and adoption of school library materials to support and enrich the instructional program and recreational reading needs of students in the Beaufort County School District (BCSD).
- II. **Non-Discrimination.** The BCSD affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.
- III. **Definitions.**
 - A. **Instructional Material.** Instructional materials are all materials designed for use by students and their teachers as a learning resource. They may be printed or non-printed and may include books, audiovisual materials and kits, and computer programs.
 - B. **Instructional Program.** School libraries should support the academic curriculum to promote student achievement by providing information resources in a variety of formats within school grade bands.
 - C. **Recreational Reading.** Recreational reading is the reading students choose to do on their own. It reflects the reader's personal choice of the material, within the scope of the school library's collection. Recreational reading is done for information or for pleasure, no one assigns it. (American Library Association – School Library Media Research)
- IV. **Role of the School Library Professionals.**
 - A. School Librarians at each school hold the primary responsibility for identifying, ~~acquiring~~, **selecting**, classifying, and organizing school library materials. School library materials include library books, audiovisuals, electronic resources, and other materials. Since materials are selected to provide for the broad **curricular** needs and interests of the school community, School Librarians welcome and consider suggestions from principals, teachers, students, and other members of the school community. However, ~~the selection of school library resources is a professional responsibility which cannot be delegated to any lay person or lay group.~~ **the school principal has the responsibility to adhere to the board policy for the purchase of all instructional materials.**
 - B. The school librarian accepts requests for materials from administration, faculty, staff, students, and parents, and establishes a school-level library acquisitions committee to examine, evaluate, and approve suggested school library materials.
 - a. The school-level library acquisitions committee will:

- i. Review the entire list of suggested school library material. Items considered for purchase will be reviewed using the following information:
 1. Title, author, publisher, copyright date
 2. Genre
 3. Summary/Overview
 4. Reading/Lexile Level
 5. Recommended Age/Grade Level
 6. Sensitive/Controversial Content Warnings
 7. Reviews
 - ii. Examine and evaluate suggested material based on the Selection Criteria and in consultation with professional sources, such as:
 1. Follett Titlewave
 - a. Kirkus Reviews
 - b. School Library Journal
 - c. Publishers Weekly
 - d. Booklist
 2. The Horn Book
 3. The Bulletin of the Center for Children Books
 - iii. For material that may be considered contentious, evaluate material for the entire content of the work, not by selected portions or passages. All other material may be recommended as a whole for approval at the discretion of the committee.
 - iv. Approve a final list to be submitted to the principal for consideration and approval.
- C. ~~School Librarians assume a leadership role in promoting the principles of intellectual freedom and~~ should develop a school library collection which creates and sustains a diverse and accessible range of materials appropriate to the developmental and maturity levels of the students served. A well-developed school library collection provides space and resources for a variety of views and ideas and supports students as they develop the critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas within a pluralistic and increasingly media-rich society.

V. Objectives for School Library Services and Materials Selection.

- A. The school library is integral to and supports the school curriculum. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society.

B. Materials provided in school libraries will build a broad collection of knowledge representing multiple viewpoints, interests, and formats. Adhering to the South Carolina Standards for School Library Resource Collections, the collection will address the needs of appropriate school grade bands and text complexity. Materials will be selected with a focus on the following objectives:

- a. To provide resources for a variety of views and ideas and to support students as they develop critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world;
- b. To develop an accurate and up-to-date library collection which meets the instructional and curricular needs of the school and its' students;
- c. To encourage an appreciation and interest for both informational and recreational reading/viewing/listening;
- d. To equitably provide for the needs of diverse learners, including students with disabilities or accessibility needs, multilingual learners, students with varying reading or maturity levels, and students of varying socioeconomic backgrounds;
- e. To provide materials representative of multiple viewpoints ~~on~~ that may include sensitive or controversial issues;
- f. To provide materials representative of the many religious, ethnic, racial, and cultural groups which contribute to our local and global societies;
- g. Reflect the linguistic pluralism of the community; and
- h. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

VI. Criteria for Selection of Materials. School Librarians do not necessarily endorse every idea or presentation they make available for use within a library's collection. It would conflict with the public interest for School Librarians to establish their own political, moral, or aesthetic views as a standard criterion for selecting library material. Materials shall support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.

A. The School Librarians shall use their professional training and expertise to continually evaluate the existing collection and identify areas in need of improvement. When selecting materials, School Librarians **must** consult reputable, unbiased, and professionally prepared selection aides (such as School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly), taking into consideration the following criteria:

a. Educational significance:

1. Support the BCSD's mission, vision, and goals.

2. Directly support the acquisition of related standards.
 3. Contribute to improved academic achievement for a variety of learners and learning styles.
 4. Promote the integration of higher-level thinking skills.
 5. Reflect the culture of the school community.
- b. Be of excellent quality, content, and manner of presentation.
1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
 2. Be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors, validity, accuracy;
 - ii. Objectivity;
 - iii. Well written; and
 - iv. Strong visual appeal.
 3. Ensure reputation and significance of author and producer.
 4. Contains a value commensurate with cost.
 5. High artistic quality, and/or literary style.
 6. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.
- c. Appropriateness of text to the:
1. Age and grade level of students.
 2. Maturity level of students.
 3. Content area.
- d. Avoid pervasive vulgarity
1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
 2. Does not depict or describe, in a clearly offensive way, sexual conduct.
 3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
 4. Is free from graphic depictions of sexual activity.
- e. ~~Needs of the school and value to the collection;~~
- f. ~~Reputation and significance of author and producer;~~
- g. ~~Clarity, adequacy, and scope of text;~~

- h. ~~Validity, accuracy, objectivity, currency, appropriateness of text;~~
- i. ~~Organization and presentation of contents;~~
- j. ~~High degree of readability and/or comprehensibility;~~
- k. ~~High artistic quality and/or literary style; and~~
- l. ~~Value commensurate with cost.~~

B. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

C. Principal approval is required for material that is likely to be controversial.

D. A technical review is required prior to purchasing/downloading any software, hardware, online programs, or other digital resources.

E. The purchase of school library materials must be in alignment with this Administrative Regulation and confirmed by the school principal.

F. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.

G. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

H. In accordance with Administrative Regulation OS-9 Authorized Signatures, school principals and department heads are authorized to sign all BCSD purchase orders and payment requests.

I. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria. Gifted materials may be rejected in accordance with these criteria or additional considerations, such as available space, duplication/overlap of current resources, conflicting collection development priorities, and other related factors.

VII. Classification and Organization of School Library Materials. The classification and organization of library materials (to include cataloging, labeling, shelving, and special displays) will be determined by School Librarians to best meet the needs of the school community. A consortium catalog will be used to allow for standardized cataloging processes and to facilitate resource-sharing opportunities between individual schools, such as interlibrary loan.

VIII. School Library Collection Inventories and Analyses. School Librarians will conduct collection inventories and analyses at least once a year, to ensure accurate

cataloging data/records and to identify aged, outdated, or lost materials. Generally, librarians should build library collections with the following goals:

- A. At least 5% of the collection is updated annually.
- B. The overall average copyright date for the fiction books, including Easy, paperbacks, audiobooks and ebooks, is no more than 15 years from the current calendar date.
- C. The overall average copyright date for the nonfiction books, including Easy, audiobooks and ebooks, is no more than 5 years from the current calendar date.
- D. The average copyright date for the total collection is no more than 11 years from current calendar date.

IX. Materials Deselection. Weeding, or the regular removal of items from a library collection, is essential to maintaining a current and appealing collection. In adherence with the South Carolina Department of Education Standards for School Library Resource Collections, **and** to keep the library collection relevant to current and anticipated needs, items will be regularly weeded from the library catalog based on **subjective and objective criteria as follows:** ~~many factors, including age, condition, merit, accuracy, currency, circulation rate, obscenity, and space considerations.~~

- A. Objective Criteria for weeding is based on collection data sourced from the above referenced collection inventories, analyses, and circulation reports. Objective criteria for weeding may include:
 - a. Material exceeds overall target copyright date for the collection area as listed above.
 - b. Material's circulation records are historically low or represent a significant decline from previous years. (ex. less than 2 circulations in the last 2 calendar years)
- B. Subjective Criteria for weeding may include:
 - a. Material is damaged.
(ex. irreparably torn pages, covers, or bindings)
 - b. Material is physically unappealing.
(ex. outdated covers or illustrations)
 - c. Material is inaccurate, biased, or depicts inappropriate stereotypes.
 - d. Material is superseded by a newer or better edition/resource.

- e. Material is no longer appropriate for the maturity or reading levels of the students served.
(ex. The school's grade level bands have changed)
- f. Material is no longer relevant to patron interests.
(ex. Biographies of once-famous figures; multiple copies of past award winners)

C. Clarification of subjective criteria for weeding guidance from BCSD

- a. Be relevant.
 - 1. Support the BCSD's mission, vision, and goals.
 - 2. Directly support the acquisition of related standards.
 - 3. Contribute to improved academic achievement for a variety of learners and learning styles.
 - 4. Promote the integration of higher-level thinking skills.
 - 5. Reflect the culture of the school community.
- b. Be of excellent quality, content, and manner of presentation.
 - 1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
 - 2. Be engaging and able to meet a variety of student needs.
 - 3. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors
 - ii. Well written, and
 - iii. Strong visual appeal.
 - 4. Have aesthetic, literary, or social value.
 - 5. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.
- c. Be appropriate.
 - 1. To the age and grade level of students.
 - 2. To the maturity level of students.

3. To the content area.
- d. Avoid pervasive vulgarity.
 1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
 2. Does not depict or describe, in a clearly offensive way, sexual conduct.
 3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
 4. Is free from graphic depictions of sexual activity.
- e. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

~~The June 2022, revisions incorporate the SCDE Model Policy for Library/Media Center Materials Selection and Reconsideration Process. The reconsideration process and procedures for handling challenged library materials are incorporated into new administrative regulation IS 38.1, Procedures for Handling Questioned or Challenged School Library Materials.~~

Adopted: July 18, 2001
 Revised: October, 2007; September, 2009; October, 2017; June 2022; **November 2022**

Legal references:

- A. Federal legislation:
 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 2. 20 U.S.C. Code, Section 1232h, as amended.
- B. S. C. Code, 1976, as amended:
 1. Section 59-31-10 - Library committee.
 2. Section 59-31-220 – Furnishing library books.
 3. **Section 16-15-305(b) – Obscenity, Material Harmful to Minors, Child Exploitation, and Child Prostitution.**
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. **American Library Association – School Library Media Research: Independent Reading and School Achievement. Volume 3, 2000.**
- F. Beaufort County Schools Coherent Governance Manual:
 1. GC-1 Board Purpose.
 2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
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DRAFT

SCHOOL LIBRARY MATERIALS SELECTION & ADOPTION

**Admin. Reg. IS-38
November 2022**

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 - 3. Summary/Overview
 - 4. Reading/Lexile Level
 - 5. Recommended Age/Grade Level
 - 6. Sensitive/Controversial Content Warnings
 - 7. Reviews
 - ii. Examine and evaluate suggested material based on the Selection Criteria and in consultation with professional sources, such as:
 - 1. Follett Titlewave
 - a. Kirkus Reviews
 - b. School Library Journal
 - c. Publishers Weekly
 - d. Booklist
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 - iii. For material that may be considered contentious, evaluate material for the entire content of the work, not by selected portions or passages. All other material may be recommended as a whole for approval at the discretion of the committee.
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- a. To provide resources for a variety of views and ideas and to support students as they develop critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world;
 - b. To develop an accurate and up-to-date library collection which meets the instructional and curricular needs of the school and its' students;
 - c. To encourage an appreciation and interest for both informational and recreational reading/viewing/listening;
 - d. To equitably provide for the needs of diverse learners, including students with disabilities or accessibility needs, multilingual learners, students with varying reading or maturity levels, and students of varying socioeconomic backgrounds;
 - e. To provide materials representative of multiple viewpoints that may include sensitive or controversial issues;
 - f. To provide materials representative of the many religious, ethnic, racial, and cultural groups which contribute to our local and global societies;
 - g. Reflect the linguistic pluralism of the community; and
 - h. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

VI. Criteria for Selection of Materials. School Librarians do not necessarily endorse every idea or presentation they make available for use within a library's collection. It would conflict with the public interest for School Librarians to establish their own political, moral, or aesthetic views as a standard criterion for selecting library material. Materials shall support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.

- A. The School Librarians shall use their professional training and expertise to continually evaluate the existing collection and identify areas in need of improvement. When selecting materials, School Librarians must consult reputable, unbiased, and professionally prepared selection aides (such as School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly), taking into consideration the following criteria:
- a. Educational significance:
 - 1. Support the BCSD's mission, vision, and goals.
 - 2. Directly support the acquisition of related standards.

3. Contribute to improved academic achievement for a variety of learners and learning styles.
4. Promote the integration of higher-level thinking skills.
5. Reflect the culture of the school community.

b. Be of excellent quality, content, and manner of presentation.

1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
2. Be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors, validity, accuracy;
 - ii. Objectivity;
 - iii. Well written; and
 - iv. Strong visual appeal.
3. Ensure reputation and significance of author and producer.
4. Contains a value commensurate with cost.
5. High artistic quality, and/or literary style.
6. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.

c. Appropriateness of text to the:

1. Age and grade level of students.
2. Maturity level of students.
3. Content area.

d. Avoid pervasive vulgarity

1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
2. Does not depict or describe, in a clearly offensive way, sexual conduct.
3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
4. Is free from graphic depictions of sexual activity.

B. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

C. Principal approval is required for material that is likely to be controversial.

D. A technical review is required prior to purchasing/downloading any software, hardware, online programs, or other digital resources.

- E. The purchase of school library materials must be in alignment with this Administrative Regulation and confirmed by the school principal.
- F. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
- G. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
- H. In accordance with Administrative Regulation OS-9 Authorized Signatures, school principals and department heads are authorized to sign all BCSD purchase orders and payment requests.
- I. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria. Gifted materials may be rejected in accordance with these criteria or additional considerations, such as available space, duplication/overlap of current resources, conflicting collection development priorities, and other related factors.

VII. Classification and Organization of School Library Materials. The classification and organization of library materials (to include cataloging, labeling, shelving, and special displays) will be determined by School Librarians to best meet the needs of the school community. A consortium catalog will be used to allow for standardized cataloging processes and to facilitate resource-sharing opportunities between individual schools, such as interlibrary loan.

VIII. School Library Collection Inventories and Analyses. School Librarians will conduct collection inventories and analyses at least once a year, to ensure accurate cataloging data/records and to identify aged, outdated, or lost materials. Generally, librarians should build library collections with the following goals:

- A. At least 5% of the collection is updated annually.
- B. The overall average copyright date for the fiction books, including Easy, paperbacks, audiobooks and ebooks, is no more than 15 years from the current calendar date.
- C. The overall average copyright date for the nonfiction books, including Easy, audiobooks and ebooks, is no more than 5 years from the current calendar date.
- D. The average copyright date for the total collection is no more than 11 years from current calendar date.

IX. Materials Deselection. Weeding, or the regular removal of items from a library collection, is essential to maintaining a current and appealing collection. In adherence with the South Carolina Department of Education Standards for School Library

Resource Collections, and to keep the library collection relevant to current and anticipated needs, items will be regularly weeded from the library catalog based on subjective and objective criteria as follows:

A. Objective Criteria for weeding is based on collection data sourced from the above referenced collection inventories, analyses, and circulation reports. Objective criteria for weeding may include:

- a. Material exceeds overall target copyright date for the collection area as listed above.
- b. Material's circulation records are historically low or represent a significant decline from previous years. (ex. less than 2 circulations in the last 2 calendar years)

B. Subjective Criteria for weeding may include:

- a. Material is damaged.
(ex. irreparably torn pages, covers, or bindings)
- b. Material is physically unappealing.
(ex. outdated covers or illustrations)
- c. Material is inaccurate, biased, or depicts inappropriate stereotypes.
- d. Material is superseded by a newer or better edition/resource.
- e. Material is no longer appropriate for the maturity or reading levels of the students served.
(ex. The school's grade level bands have changed)
- f. Material is no longer relevant to patron interests.
(ex. Biographies of once-famous figures; multiple copies of past award winners)

C. Clarification of subjective criteria for weeding guidance from BCSD

- a. Be relevant.
 - 1. Support the BCSD's mission, vision, and goals.
 - 2. Directly support the acquisition of related standards.
 - 3. Contribute to improved academic achievement for a variety of learners and learning styles.
 - 4. Promote the integration of higher-level thinking skills.

5. Reflect the culture of the school community.
- b. Be of excellent quality, content, and manner of presentation.
 1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
 2. Be engaging and able to meet a variety of student needs.
 3. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors
 - ii. Well written, and
 - iii. Strong visual appeal.
 4. Have aesthetic, literary, or social value.
 5. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.
- c. Be appropriate.
 1. To the age and grade level of students.
 2. To the maturity level of students.
 3. To the content area.
- d. Avoid pervasive vulgarity.
 1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
 2. Does not depict or describe, in a clearly offensive way, sexual conduct.
 3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
 4. Is free from graphic depictions of sexual activity.
- e. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

Adopted: July 18, 2001
Revised: October, 2007; September, 2009; October, 2017; June 2022; November 2022

Legal references:

- A. Federal legislation:
 - 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 - 2. 20 U.S.C. Code, Section 1232h, as amended.
- B. S. C. Code, 1976, as amended:
 - 1. Section 59-31-10 - Library committee.
 - 2. Section 59-31-220 – Furnishing library books.
 - 3. Section 16-15-305(b) – Obscenity, Material Harmful to Minors, Child Exploitation, and Child Prostitution.
- C. South Carolina Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. American Library Association – School Library Media Research: *Independent Reading and School Achievement. Volume 3, 2000.*
- F. Beaufort County Schools Coherent Governance Manual:
 - 1. GC-1 Board Purpose.
 - 2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
 - 3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
 - 4. GC-6 Annual Work Plan.
 - 5. GC-11 Diversity Statement and Goals.
 - 6. B/SR-4 Authority of the Superintendent.
 - 7. B/SR-5.8 Superintendent Accountability.
 - 8. OE-1 Global Operational Expectation.
 - 9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
 - 10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
 - 11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
 - 12. OE-12 Instructional Program.
 - 13. OE-16 FOIA (OE-16.1, 16.2).

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Sunday, October 30, 2022 3:50 PM
To: Rodriguez, Francisco
Subject: FW: Updated IS-38
Attachments: IS-38 School Library Materials Selection and Adoption10-2022.docx; IS-38 School Library Materials Selection and Adoption 10-2022(Clean).docx; IS-38.1 Procedures for Handling Questioned or Challenged Materials11-2022.docx; IS-38.1 Procedures for Handling Questioned or Challenged Materials(Clean) 11-2022.docx

From: Rowland, Gillian C <Gillian.Rowland@beaufort.k12.sc.us>
Sent: Friday, October 28, 2022 5:47 PM
To: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>; Murray, Melissa D <Melissa.Murray@beaufort.k12.sc.us>; Aita, Anne P <Anne.Aita@beaufort.k12.sc.us>; BeckUngvarsky, Colleen E <Colleen.BeckUngvarsky@beaufort.k12.sc.us>; Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>
Cc: Bruder-Brasseur, Candace L <Candace.Bruder-Brasseur@beaufort.k12.sc.us>
Subject: RE: Updated IS-38

Attached please find IS-38, IS-38.1, and the committee's reconsideration rubric is now attachment 3 inside 38.1.

Thanks!

Gillian Rowland

Paralegal to General Counsel
Beaufort County School District
2900 Mink Point Blvd.
Beaufort, SC 29901
Office: (843) 379-7817
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From: Rowland, Gillian C
Sent: Friday, October 28, 2022 12:16 PM
To: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>; Murray, Melissa D <Melissa.Murray@beaufort.k12.sc.us>; Aita, Anne P <Anne.Aita@beaufort.k12.sc.us>; BeckUngvarsky, Colleen E <Colleen.BeckUngvarsky@beaufort.k12.sc.us>; Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>
Subject: Updated IS-38

Good Afternoon,

Please review and provide edits for IS-38. Keep in mind this is a rough draft combining information from various sources, and we are wanting to see it all put together and work from there.

I did have a few questions which I highlighted in a few areas.

Thanks!

Gillian Rowland

Paralegal to General Counsel
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Beaufort County School District

Board of Education
November 1, 2022

Where Learning Leads the Way!

Timeline:



- September/October 2021-22: Began reviewing current IS-38 as it had not been updated in many years. Started development of BCSD Library Manual.
- During that initial review, we made the decision to split IS-38 into 2 parts to ensure clarity and for ease of reading.
- December 2021: SC school districts received a model policy from the SC Department of Education in regards to School Library materials, as well as procedures for material reconsideration.
- January/February 2022: After reviewing the state model policy, re-reviewing IS-38 and the new IS-38.1 were necessary to ensure all items addressed in the model policy were captured. Additional items were added based on research and recommendations from the American Library Association - including parent opt-out option.
- March - April 2022: Drafts circulated internally for feedback and additional revisions.
- April 2022: In-house counsel reviewed for BCSD School Board AR change requirements and alignment to state statutes.
- June 2022: Presented IS-38 and IS-38.1 to Academic Committee
- June 2022: Presented IS-38 and IS-38.1 to full BCSD School Board. As of this writing, no "Request for Reconsideration of School Library Materials Form" has been received and one "Request to Opt-Out of School Library Materials Form" has been received.

Timeline:



- Late August/Early September 2022: Received list of 16 titles regarding objectionable material by community members. District personnel initiated inventory review of library materials.
- September 2022: Met with middle and high school librarians to discuss selection and deselection processes to find common practices and develop a standardized plan for both. Discussed concerns over books that may contain inappropriate topics and how to address through the weeding process. Provided Principals with update from Meeting with Librarians and updated process.
- September 2022: Met with all school librarians on various items including selection and deselection processes and setting goals for collection development.
- September 2022: Principal meeting presentation on 1.93 which included “media center offerings.”
- October 2022: Received notice of 97 potentially objectionable titles within our schools.
- October 2022: Communicated titles to schools and started process of Administrative review of materials. Update to Administrative Regulation Instructional Services 38 (draft).

South Carolina Department of Education - model policy :



Materials Selection Criteria.

Materials should be consistent with the district's general educational goals and the educational goals and objectives of each individual school. Consideration should be given for purchase based on the work as a whole and on the basis of the following:

1. educational significance;
2. appropriateness for students in each school, such as grade and age level;
3. needs of the school and value to the collection;
4. reputation and significance of author and producer;
5. clarity, adequacy, and scope of text;
6. validity, accuracy, objectivity, currency, and appropriateness of text;
7. organization and presentation of contents;
8. high degree of readability and/or comprehensibility;
9. high artistic quality and/or literary style; and
10. value commensurate with cost.

South Carolina School Boards Association

Book Selection Guidelines:



Materials Selection Criteria:

The basic selection criterion is the appropriateness of the materials for use at the grade levels served. In addition, the library/media specialist will judge the materials using the following criteria:

- appropriate for recommended levels
- accurate in terms of content
- reflective of the pluralistic nature of society
- representative of differing viewpoints
- appropriate format for the subject matter
- recent copyright date as appropriate to the subject
- acceptable literary style and technical quality
- cost effective in terms of use
- pertinent to the curriculum and the objectives of the instructional program

Administrative Regulation Instructional Service (ARIS) 38 draft selection criteria:



a) Educational Significance

- Support the BCSD's mission, vision, and goals.
- Directly support the acquisition of related standards.
- Contribute to improved academic achievement for a variety of learners and learning styles.
- Promote the integration of higher-level thinking skills.
- Needs of the school and value to the collection.
- Reflect the culture of the school community.

b) Be of excellent quality, content, and manner of presentation.

- Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
- Be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - No errors, validity, accuracy
 - Objectivity
 - Well written, and
 - Strong visual appeal.
- Ensure reputation and significance of author and producer.
- Contains a value commensurate with cost.
- High artistic quality, and/or literary style.
- Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.

Administrative Regulation Instructional Service (ARIS) 38 draft selection criteria:



c) Appropriateness of text to the:

- Age and grade level of students.
- Maturity level of students.
- Content area

d) Avoid pervasive vulgarity:

- When considered as a whole, does not appeal to sexual interest in a shameful manner.
- Does not depict or describe, in a clearly offensive way, sexual conduct.
- Abides by prevailing standards in the adult community as to what is suitable material for minors.
- Is free from graphic depictions of sexual activity.



Where we are now:

- Materials Reconsideration Committee for each of the 97 titles.
- BCSD reserves the right to appoint an Administrative Review Committee, and to conduct a review of school library materials. The Administrative Review Committee members will consist of:
 - At least one teacher with expertise in the content area and grade level;
 - At least one school librarian;
 - At least one school administrator;
 - At least one district-level director or coordinator with expertise in the content area;
 - At least one community member;
 - At least one parent;
 - At least one member of a School Improvement Council within the district/school; and
 - Any other persons deemed necessary by the Superintendent.



References:

- [South Carolina Department of Education Standards for School Library Collection](#)
- [Library Service and Challenging Books](#)
- [Book Purchasing](#)
 - [Follett Titlewave](#)
 - [Kirkus Reviews](#)
 - [School Library Journal](#)
 - [Publishers Weekly](#)
 - [Booklist](#)
 - [The Horn Book](#)
 - [The Bulletin of the Center for Children Books](#)

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Saturday, October 29, 2022 1:24 PM
To: Cushingberry, Robyn L; Mercado,Amelia B
Cc: Gwozdz, Christina S; Rodriguez,Francisco
Subject: Please replace the November 1 Administrative Regulation presentation with this attachment
Attachments: BCSD BOE November 1.pptx

Appreciated ,
MS

Model Policy for Library/Media Center Materials Selection and Reconsideration Process

Purpose.

To establish the local board's direction for selection and use of library/media center materials and the basic structure of handling questioned or challenged library/media center materials.

Role of the School Library/Media Center Professionals.

The function of the school library/media center is to support and enrich the instructional program and recreational reading needs of the school and must provide a broad range of materials.

The local board has the legal responsibility for the approval of all instructional materials. The selection and ordering of library books, audiovisuals, electronic resources, and other materials for the library/media centers are the responsibility of the school librarian in accordance with this adopted policy.

The school librarian will identify, order and organize materials that will implement, enrich and support the educational program of the school district. Principals, teachers, supervisors, students, and members of the community may give suggestions, recommendations and other assistance.

Materials Selection Criteria.

Materials should be consistent with the district's general educational goals and the educational goals and objectives of each individual school. Consideration should be given for purchase based on the work as a whole and on the basis of the following:

1. educational significance;
2. appropriateness for students in each school, such as grade and age level;
3. needs of the school and value to the collection;
4. reputation and significance of author and producer;
5. clarity, adequacy, and scope of text;
6. validity, accuracy, objectivity, currency, and appropriateness of text;
7. organization and presentation of contents;
8. high degree of readability and/or comprehensibility;
9. high artistic quality and/or literary style; and
10. value commensurate with cost.

The school librarian shall use their professional training and expertise to evaluate the existing collection and consult reputable, unbiased, professionally prepared selection aides when selecting materials for the library/media centers.

Procedures for Handling Questioned or Challenged Library/Media Center Materials.

Any individual residing within the attendance area of the school district or who has a child who attends a school in the school district may lodge a complaint against any material used in the

school library/media center within the district. Prior to lodging the complaint, the complainant shall read the material in full. A student who objects to or finds offensive any material located in the library/media center should be provided alternatives. If the complaint cannot be resolved satisfactorily during an informal conference with the principal and school librarian or teacher concerned, then the following procedure will be used:

A materials challenge shall be filed by completing and returning to the principal of the school in which the material is being used a form entitled "Reconsideration of Library/Media Center Materials Form". (See attached for sample form.) A separate form must be completed for each material being requested for reconsideration. This form shall be attached to this policy, posted prominently on the district website, and available upon request at schools.

To evaluate the challenged resource(s), the Superintendent shall annually appoint a review committee composed of an odd number of individuals. Depending on the membership size of the district, there may be a school level and/or district level committee established. An example of an appropriate composition for the committee(s) is the following:

1. The district supervisor of library media services (if applicable);
2. At least one school library media specialist within the district/school;
3. At least one teacher within the district/school;
4. At least one parent representing a school family other than complainant;
5. At least one principal within the district/school; and
6. At least one member of a School Improvement Council within the district/school.

Members of the committee shall read the materials referred to them in its entirety. Pending review by the committee, the challenged books or materials shall be withdrawn for use throughout the district.

The committee shall complete its review and issue a report within fifteen (15) business days after receipt of the complaint. A copy in writing shall be sent to the complainant, the district Superintendent, and the local board.

If the materials are deemed to be inappropriate, the district must ensure no other copies exist in circulation within the district for the school level(s) in which it is found to be inappropriate. If the materials are deemed to be acceptable and appropriate, the district must immediately place such materials back into circulation.

The local board shall be responsible for determining an appeals process. Such process shall not extend longer than 15 business days, effective from the date the appeal is requested.

The committee's decision, and if applicable, the local board's review, regarding the appropriateness of a book or reading material cannot be challenged again until the expiration of five years from the original challenge date.

Local board policies shall list all relevant policies connected to library/media centers to this policy. Local boards shall periodically review and update this policy.

PROCEDURES FOR HANDLING QUESTIONED OR CHALLENGED SCHOOL LIBRARY MATERIALS

Admin. Reg. IS-38.1
November 2022

- I. **Purpose.** This administrative regulation establishes the Superintendent's expectations regarding procedures for receiving and handling questioned or challenged school library materials in the Beaufort County School District (BCSD).
- II. **Non-Discrimination.** The BCSD affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.
- III. **Reconsideration of School Library Materials.**
 - A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.
 - B. The BCSD shall be operated to promote academic freedom, the student's right to read, and the fair and reasonable competition of ideas and information. School officials may not broadly remove books from a school library based on "narrowly partisan or political" grounds that may violate students' first amendment rights to receive information and ideas.
 - C. The reconsideration process should conserve limited staff resources, discourage the monopolization of the challenge process by a few individuals, and require complainants to submit complete, substantive, and fully researched challenge requests.
- IV. **Rights to Challenge.** Any BCSD student or employee, any parent/legal guardian of a BCSD student, and any person residing in a BCSD attendance zone may challenge specific materials found in school libraries.
 - A. The BCSD recognizes the right of a parent/legal guardian to ask that particular school library materials not be made available to their own children, by completing the, "Request to Opt-Out of School Library Materials Form," attached to this Administrative Regulation as Attachment 1. This form is also available on the BCSD website and at the school site.
 - B. Complainants may request the addition of, removal of, restriction of, or expanded access to the school library materials by completing the, "Request For Reconsideration Of School Library Materials Form," attached to this Administrative Regulation as Attachment 2. This form is also available on the BCSD website and at the school site.

C. In reviewing challenges, priority will be given to:

1. Challenges filed by BCSD students (or their parents/legal guardians) who are currently and directly affected by the use of specific materials.
2. Challenges filed by BCSD teachers or administrators whose students are currently and directly affected by the use of specific materials.

III. Reconsideration Procedure. Upon receiving a complaint, the school administrator (or their designee) should schedule an informal conference with the complainant and the school librarian or teacher concerned. If the complaint cannot be resolved satisfactorily during this informal conference, the following options are made available:

- A. If a student (or their parent/legal guardian) objects to specific materials located in a school or classroom library, they may request alternative instructional materials using the “Request to Opt-Out of School Library Materials Form”. The school administrator or their designee shall communicate this request to the student’s teachers, school librarian, and other staff as necessary.
- B. If the complainant would like to request any change that broadly affects access to the material in question, the following procedure shall be followed:
 1. The school administrator or their designee should explain the steps of the reconsideration process to the complainant. Without making any specific commitments which would affect general access to the material in question, the school administrator/designee should assure the complainant and any involved parties that BCSD policy will be followed. The material in question will be removed from general use throughout the BCSD during the reconsideration process.
 2. Complainants wishing to file a formal materials challenge should do so by completing the, “Request For Reconsideration Of School Library Materials Form,” in its entirety, returning a copy to the district Chief Instructional Services Officer or designee. A separate form must be completed for each material being requested for reconsideration. The form attached to this administrative regulation, shall be posted prominently on the district website, and available upon request at schools.
- C. To evaluate the challenged material(s), the Superintendent or designee shall appoint a Materials Reconsideration Committee which may be composed of an odd number of the following individuals:
 1. At least one teacher with expertise in the content area and grade level;
 2. At least one school librarian;
 3. At least one school administrator;

4. At least one parent representing a school family other than the complainant;
 5. At least one district-level director or coordinator with expertise in the content area;
and
 6. At least one member of a School Improvement Council within the district/school;
 7. Any other persons deemed necessary by the Superintendent.
- D. When possible, each member of the Materials Reconsideration Committee should represent different schools, and none should be employed at the school for which the request has been filed. At the discretion of the Superintendent, exceptions to this rule may be made for material that is widely available at most BCSD schools.
- E. **BCSD Materials Reconsideration Committee and Administrative Review Committee will use the "Beaufort County School District Reconsideration Committee Rubric" attached to this Administrative Regulation as Attachment 3.**

IV. Materials Reconsideration Committee.

- A. The Materials Reconsideration Committee will study the complainant's submissions on the, "Request For Reconsideration Of School Library Materials Form," read/examine the referenced materials in full, and meet as a group to share and discuss their findings. The value of any material must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the Board of Education.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material) the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question is acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

V. Administrative Review Committee. BCSD reserves the right to appoint an Administrative Review Committee, and to conduct a review of school library materials. The Administrative Review Committee members will consist:

1. At least one teacher with expertise in the context area and grade level;
2. At least one school librarian;
3. At least one school administrator;
4. At least one district-level director or coordinator with expertise in the content area;
5. At least one community member;
6. At least one parent;
7. At least one member of the School Improvement Council within the district/school; and
8. Any other persons deemed necessary by the Superintendent.

VI. Appeals Process. Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the Board of Education within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the Board of Education will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

~~*This administrative regulation incorporates the former BCSD Administrative Regulation IS-38 Library/Media Center Materials Selection and Adoption.*~~

Adopted: June, 2022, **November, 2022**

Legal references:

- A. Federal legislation:
 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 2. 20 U.S.C. Code, Section 1232h, as amended
- B. S. C. Code, 1976, as amended:
 1. Section 59-31-10 - Library committee.
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.

E. Beaufort County Schools Coherent Governance Manual:

1. GC-1 Board Purpose.
2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

Attachment 1

Request to Opt-Out of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE PARENT/LEGAL GUARDIAN MAKING THE REQUEST

Directions: Please complete this form and submit to the school administrator/designee. Requests will be considered incomplete until the return of this form.

Contact Information of Parent/Legal Guardian Initiating Request

Name: _____ Telephone: (_____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

What, specifically, are you requesting?

You must be the parent or legal guardian of the child for which you are making this request.

☐ Do not assign/lend the specific material named above to my child.

☐ Do not allow my child to check out any materials from school libraries without my prior approval of the specific material in question.

☐ Other _____

Attachment 2

Request For Reconsideration Of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE CITIZEN MAKING THE REQUEST

In order for your challenge to be processed, you must respond completely to all the following questions:

Contact Information of Citizen Initiating Request

Requested Initiated By: _____ Telephone: (____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

1. Have you discussed the material in question with the principal and school staff member(s)?

☐ Yes ☐ No ☐ Date & Location of Conference _____

2. What brought this resource to your attention? _____

3. Did you read or study the entire body of the material before initiating this request? ☐ Yes ☐ No

If you have read or viewed the material, please summarize it in the space below:

4. Are students *required* to use this material? ☐ Yes ☐ No ☐ I'm not sure

If the material was used as part of a specific activity or assignment, please summarize the purpose of that assignment as you understand it.

5. To what in the material do you object? Please cite page numbers, quotes, or specific information from the material which supports your objections. Feel free to attach additional pages, if needed.

6. What do you believe is the theme or purpose of this material?

7. How has this material been assessed by others who have read it? Please include any reviews, particularly by educators or professional literary critics, which support your objections.

8. How do you perceive students would be affected by this material?

9. In its place, what material of equal educational quality or literary merit could you recommend that would provide additional information or viewpoints on this topic?

10. For what grades would you recommend this material? ☐ PK-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ None

11. What would you like the school district to do about this material?

- ☐ Do not assign or provide this material to my child
☐ Have the Materials Reconsideration Committee re-evaluate the inclusion of this material in school libraries
☐ Other: _____

Signature of citizen

Date

**BEAUFORT COUNTY SCHOOL DISTRICT
RECONSIDERATION COMMITTEE RUBRIC**

Date _____

Name of Novel _____

Directions: After reading the selected novel, rate each of the four criteria based on the following scale: 1- Strongly Disagree 2- Moderately Disagree 3- Agree 4- Moderately Agree 5- Strongly Agree

Learning Resource Criteria					
EDUCATIONAL SIGNIFICANCE	SD	MD	A	MA	SA
The novel supports the BCSD's mission, vision, and goals.	1	2	3	4	5
The novel directly supports the acquisition of related standards. (Educational Significance)	1	2	3	4	5
The novel contributes to improved academic achievement for a variety of learners and learning styles.	1	2	3	4	5
The novel promotes the integration of higher-level thinking skills.	1	2	3	4	5
The novel reflects the needs/interests of the school and the culture of the school community.	1	2	3	4	5
The novel reflects a clear, adequate, and broad presentation of the content.	1	2	3	4	5
Evidence from the text or standards relating to EDUCATIONAL SIGNIFICANCE:					
QUALITY, CONTENT, MANNER OF PRESENTATION	SD	MD	A	MA	SA
The novel is to be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to: i. No errors, validity, accuracy; ii. Objectivity; iii. Well written; and iv. Strong visual appeal.	1	2	3	4	5
Ensure reputation and significance of author and producer.	1	2	3	4	5
The novel contains a value commensurate with cost.	1	2	3	4	5
The novel has high artistic quality, and/or literary style.	1	2	3	4	5

The novel avoids bias and adheres to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.	1	2	3	4	5
Evidence from the text relating to QUALITY:					
AVOIDANCE OF PERVASIVE VULGARITY	SD	MD	A	MA	SA
When considered as a whole, the novel does not appeal to sexual interest in a shameful way.	1	2	3	4	5
The novel does not depict or describe sexual conduct in a clearly offensive way.	1	2	3	4	5
The novel abides by prevailing standards in the adult community in regards to suitable material for minors.	1	2	3	4	5
The novel is free from graphic depictions of sexual activity.	1	2	3	4	5
Evidence from the text relating to VULGARITY:					

APPROPRIATENESS	K-5	6-8	9-12
The novel is appropriate to the age and grade level of students.			
The novel is appropriate to the maturity level of students.			
The novel is appropriate to the content area.			
Evidence from the text relating to APPROPRIATENESS:			

BEAUFORT COUNTY SCHOOL DISTRICT
Official Vote by Committee

Date _____

Name of Novel _____

All ballots are confidential and anonymous. Based on the rubric rating and evidence presented.

- ☐ Challenged material should be returned to school library circulation.
- ☐ Challenged material returned to the school library circulation, only for certain age groups, content areas, or grade levels.
 - Select
 - ☐ K-5
 - ☐ 6-8
 - ☐ 9-12
- ☐ Removed the challenged material in its entirety

**PROCEDURES FOR HANDLING QUESTIONED OR
CHALLENGED SCHOOL LIBRARY MATERIALS**

**Admin. Reg. IS-38.1
November 2022**

- I. Purpose.** This administrative regulation establishes the Superintendent's expectations regarding procedures for receiving and handling questioned or challenged school library materials in the Beaufort County School District (BCSD).
- II. Non-Discrimination.** The BCSD affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.
- III. Reconsideration of School Library Materials.**
 - A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.
 - B. The BCSD shall be operated to promote academic freedom, the student's right to read, and the fair and reasonable competition of ideas and information. School officials may not broadly remove books from a school library based on "narrowly partisan or political" grounds that may violate students' first amendment rights to receive information and ideas.
 - C. The reconsideration process should conserve limited staff resources, discourage the monopolization of the challenge process by a few individuals, and require complainants to submit complete, substantive, and fully researched challenge requests.
- IV. Rights to Challenge.** Any BCSD student or employee, any parent/legal guardian of a BCSD student, and any person residing in a BCSD attendance zone may challenge specific materials found in school libraries.
 - A. The BCSD recognizes the right of a parent/legal guardian to ask that particular school library materials not be made available to their own children, by completing the, "Request to Opt-Out of School Library Materials Form," attached to this Administrative Regulation as Attachment 1. This form is also available on the BCSD website and at the school site.
 - B. Complainants may request the addition of, removal of, restriction of, or expanded access to the school library materials by completing the, "Request For Reconsideration Of School Library Materials Form," attached to this Administrative Regulation as Attachment 2. This form is also available on the BCSD website and at the school site.

C. In reviewing challenges, priority will be given to:

1. Challenges filed by BCSD students (or their parents/legal guardians) who are currently and directly affected by the use of specific materials.
2. Challenges filed by BCSD teachers or administrators whose students are currently and directly affected by the use of specific materials.

III. Reconsideration Procedure. Upon receiving a complaint, the school administrator (or their designee) should schedule an informal conference with the complainant and the school librarian or teacher concerned. If the complaint cannot be resolved satisfactorily during this informal conference, the following options are made available:

- A. If a student (or their parent/legal guardian) objects to specific materials located in a school or classroom library, they may request alternative instructional materials using the “Request to Opt-Out of School Library Materials Form”. The school administrator or their designee shall communicate this request to the student’s teachers, school librarian, and other staff as necessary.
- B. If the complainant would like to request any change that broadly affects access to the material in question, the following procedure shall be followed:
 1. The school administrator or their designee should explain the steps of the reconsideration process to the complainant. Without making any specific commitments which would affect general access to the material in question, the school administrator/designee should assure the complainant and any involved parties that BCSD policy will be followed. The material in question will be removed from general use throughout the BCSD during the reconsideration process.
 2. Complainants wishing to file a formal materials challenge should do so by completing the, “Request For Reconsideration Of School Library Materials Form,” in its entirety, returning a copy to the district Chief Instructional Services Officer or designee. A separate form must be completed for each material being requested for reconsideration. The form attached to this administrative regulation, shall be posted prominently on the district website, and available upon request at schools.
- C. To evaluate the challenged material(s), the Superintendent or designee shall appoint a Materials Reconsideration Committee which may be composed of an odd number of the following individuals:
 1. At least one teacher with expertise in the content area and grade level;
 2. At least one school librarian;
 3. At least one school administrator;

4. At least one parent representing a school family other than the complainant;
 5. At least one district-level director or coordinator with expertise in the content area;
and
 6. At least one member of a School Improvement Council within the district/school;
 7. Any other persons deemed necessary by the Superintendent.
- D. When possible, each member of the Materials Reconsideration Committee should represent different schools, and none should be employed at the school for which the request has been filed. At the discretion of the Superintendent, exceptions to this rule may be made for material that is widely available at most BCSD schools.
- E. BCSD Materials Reconsideration Committee and Administrative Review Committee will use the “Beaufort County School District Reconsideration Committee Rubric” attached to this Administrative Regulation as Attachment 3.

IV. Materials Reconsideration Committee.

- A. The Materials Reconsideration Committee will study the complainant’s submissions on the, “Request For Reconsideration Of School Library Materials Form,” read/examine the referenced materials in full, and meet as a group to share and discuss their findings. The value of any material must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the Board of Education.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material) the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question is acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

V. Administrative Review Committee. BCSD reserves the right to appoint an Administrative Review Committee, and to conduct a review of school library materials. The Administrative Review Committee members will consist:

1. At least one teacher with expertise in the context area and grade level;
2. At least one school librarian;
3. At least one school administrator;
4. At least one district-level director or coordinator with expertise in the content area;
5. At least one community member;
6. At least one parent;
7. At least one member of the School Improvement Council within the district/school; and
8. Any other persons deemed necessary by the Superintendent.

VI. Appeals Process. Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the Board of Education within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the Board of Education will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

Adopted: June, 2022, November, 2022

Legal references:

- A. Federal legislation:
 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 2. 20 U.S.C. Code, Section 1232h, as amended
- B. S. C. Code, 1976, as amended:
 1. Section 59-31-10 - Library committee.
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. Beaufort County Schools Coherent Governance Manual:
 1. GC-1 Board Purpose.

2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

Attachment 1

Request to Opt-Out of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE PARENT/LEGAL GUARDIAN MAKING THE REQUEST

Directions: Please complete this form and submit to the school administrator/designee. Requests will be considered incomplete until the return of this form.

Contact Information of Parent/Legal Guardian Initiating Request

Name: _____ Telephone: (_____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

What, specifically, are you requesting?

You must be the parent or legal guardian of the child for which you are making this request.

☐ Do not assign/lend the specific material named above to my child.

☐ Do not allow my child to check out any materials from school libraries without my prior approval of the specific material in question.

☐ Other _____

Attachment 2

Request For Reconsideration Of School Library Materials Form

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE CITIZEN MAKING THE REQUEST

In order for your challenge to be processed, you must respond completely to all the following questions:

Contact Information of Citizen Initiating Request

Requested Initiated By: _____ Telephone: (____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

1. Have you discussed the material in question with the principal and school staff member(s)?

☐ Yes ☐ No ☐ Date & Location of Conference _____

2. What brought this resource to your attention? _____

3. Did you read or study the entire body of the material before initiating this request? ☐ Yes ☐ No

If you have read or viewed the material, please summarize it in the space below:

4. Are students *required* to use this material? ☐ Yes ☐ No ☐ I'm not sure

If the material was used as part of a specific activity or assignment, please summarize the purpose of that assignment as you understand it.

5. To what in the material do you object? Please cite page numbers, quotes, or specific information from the material which supports your objections. Feel free to attach additional pages, if needed.

6. What do you believe is the theme or purpose of this material?

7. How has this material been assessed by others who have read it? Please include any reviews, particularly by educators or professional literary critics, which support your objections.

8. How do you perceive students would be affected by this material?

9. In its place, what material of equal educational quality or literary merit could you recommend that would provide additional information or viewpoints on this topic?

10. For what grades would you recommend this material? ☐ PK-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ None

11. What would you like the school district to do about this material?

- ☐ Do not assign or provide this material to my child
☐ Have the Materials Reconsideration Committee re-evaluate the inclusion of this material in school libraries
☐ Other: _____

Signature of citizen

Date

**BEAUFORT COUNTY SCHOOL DISTRICT
RECONSIDERATION COMMITTEE RUBRIC**

Date _____

Name of Novel _____

Directions: After reading the selected novel, rate each of the four criteria based on the following scale: 1- Strongly Disagree 2- Moderately Disagree 3- Agree 4- Moderately Agree 5- Strongly Agree

Learning Resource Criteria					
EDUCATIONAL SIGNIFICANCE	SD	MD	A	MA	SA
The novel supports the BCSD's mission, vision, and goals.	1	2	3	4	5
The novel directly supports the acquisition of related standards. (Educational Significance)	1	2	3	4	5
The novel contributes to improved academic achievement for a variety of learners and learning styles.	1	2	3	4	5
The novel promotes the integration of higher-level thinking skills.	1	2	3	4	5
The novel reflects the needs/interests of the school and the culture of the school community.	1	2	3	4	5
The novel reflects a clear, adequate, and broad presentation of the content.	1	2	3	4	5
Evidence from the text or standards relating to EDUCATIONAL SIGNIFICANCE:					
QUALITY, CONTENT, MANNER OF PRESENTATION	SD	MD	A	MA	SA
The novel is to be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to: i. No errors, validity, accuracy; ii. Objectivity; iii. Well written; and iv. Strong visual appeal.	1	2	3	4	5
Ensure reputation and significance of author and producer.	1	2	3	4	5
The novel contains a value commensurate with cost.	1	2	3	4	5
The novel has high artistic quality, and/or literary style.	1	2	3	4	5

The novel avoids bias and adheres to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.	1	2	3	4	5
Evidence from the text relating to QUALITY:					
AVOIDANCE OF PERVASIVE VULGARITY	SD	MD	A	MA	SA
When considered as a whole, the novel does not appeal to sexual interest in a shameful way.	1	2	3	4	5
The novel does not depict or describe sexual conduct in a clearly offensive way.	1	2	3	4	5
The novel abides by prevailing standards in the adult community in regards to suitable material for minors.	1	2	3	4	5
The novel is free from graphic depictions of sexual activity.	1	2	3	4	5
Evidence from the text relating to VULGARITY:					

APPROPRIATENESS	K-5	6-8	9-12
The novel is appropriate to the age and grade level of students.			
The novel is appropriate to the maturity level of students.			
The novel is appropriate to the content area.			
Evidence from the text relating to APPROPRIATENESS:			

BEAUFORT COUNTY SCHOOL DISTRICT
Official Vote by Committee

Date _____

Name of Novel _____

All ballots are confidential and anonymous. Based on the rubric rating and evidence presented.

- ☐ Challenged material should be returned to school library circulation.
- ☐ Challenged material returned to the school library circulation, only for certain age groups, content areas, or grade levels.
 - Select
 - ☐ K-5
 - ☐ 6-8
 - ☐ 9-12
- ☐ Removed the challenged material in its entirety

SCHOOL LIBRARY MATERIALS SELECTION & ADOPTION

Admin. Reg. IS-38
November 2022

- I. **Purpose.** This Administrative Regulation establishes the Superintendent's expectations for the selection and adoption of school library materials to support and enrich the instructional program and recreational reading needs of students in the Beaufort County School District (BCSD).
- II. **Non-Discrimination.** The BCSD affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.
- III. **Definitions.**
 - A. **Instructional Material.** Instructional materials are all materials designed for use by students and their teachers as a learning resource. They may be printed or non-printed and may include books, audiovisual materials and kits, and computer programs.
 - B. **Instructional Program.** School libraries should support the academic curriculum to promote student achievement by providing information resources in a variety of formats within school grade bands.
 - C. **Recreational Reading.** Recreational reading is the reading students choose to do on their own. It reflects the reader's personal choice of the material, within the scope of the school library's collection. Recreational reading is done for information or for pleasure, no one assigns it. (American Library Association – School Library Media Research)
- IV. **Role of the School Library Professionals.**
 - A. School Librarians at each school hold the primary responsibility for identifying, ~~acquiring~~, **selecting**, classifying, and organizing school library materials. School library materials include library books, audiovisuals, electronic resources, and other materials. Since materials are selected to provide for the broad **curricular** needs and interests of the school community, School Librarians welcome and consider suggestions from principals, teachers, students, and other members of the school community. However, ~~the selection of school library resources is a professional responsibility which cannot be delegated to any lay person or lay group.~~ **the school principal has the responsibility to adhere to the board policy for the purchase of all instructional materials.**
 - B. The school librarian accepts requests for materials from administration, faculty, staff, students, and parents, and establishes a school-level library acquisitions committee to examine, evaluate, and approve suggested school library materials.
 - a. The school-level library acquisitions committee will:

- i. Review the entire list of suggested school library material. Items considered for purchase will be reviewed using the following information:
 1. Title, author, publisher, copyright date
 2. Genre
 3. Summary/Overview
 4. Reading/Lexile Level
 5. Recommended Age/Grade Level
 6. Sensitive/Controversial Content Warnings
 7. Reviews
 - ii. Examine and evaluate suggested material based on the Selection Criteria and in consultation with professional sources, such as:
 1. Follett Titlewave
 - a. Kirkus Reviews
 - b. School Library Journal
 - c. Publishers Weekly
 - d. Booklist
 2. The Horn Book
 3. The Bulletin of the Center for Children Books
 - iii. For material that may be considered contentious, evaluate material for the entire content of the work, not by selected portions or passages. All other material may be recommended as a whole for approval at the discretion of the committee.
 - iv. Approve a final list to be submitted to the principal for consideration and approval.
- C. ~~School Librarians assume a leadership role in promoting the principles of intellectual freedom and~~ should develop a school library collection which creates and sustains a diverse and accessible range of materials appropriate to the developmental and maturity levels of the students served. A well-developed school library collection provides space and resources for a variety of views and ideas and supports students as they develop the critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas within a pluralistic and increasingly media-rich society.

V. Objectives for School Library Services and Materials Selection.

- A. The school library is integral to and supports the school curriculum. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society.

B. Materials provided in school libraries will build a broad collection of knowledge representing multiple viewpoints, interests, and formats. Adhering to the South Carolina Standards for School Library Resource Collections, the collection will address the needs of appropriate school grade bands and text complexity. Materials will be selected with a focus on the following objectives:

- a. To provide resources for a variety of views and ideas and to support students as they develop critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world;
- b. To develop an accurate and up-to-date library collection which meets the instructional and curricular needs of the school and its' students;
- c. To encourage an appreciation and interest for both informational and recreational reading/viewing/listening;
- d. To equitably provide for the needs of diverse learners, including students with disabilities or accessibility needs, multilingual learners, students with varying reading or maturity levels, and students of varying socioeconomic backgrounds;
- e. To provide materials representative of multiple viewpoints ~~on~~ that may include sensitive or controversial issues;
- f. To provide materials representative of the many religious, ethnic, racial, and cultural groups which contribute to our local and global societies;
- g. Reflect the linguistic pluralism of the community; and
- h. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

VI. Criteria for Selection of Materials. School Librarians do not necessarily endorse every idea or presentation they make available for use within a library's collection. It would conflict with the public interest for School Librarians to establish their own political, moral, or aesthetic views as a standard criterion for selecting library material. Materials shall support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.

A. The School Librarians shall use their professional training and expertise to continually evaluate the existing collection and identify areas in need of improvement. When selecting materials, School Librarians **must** consult reputable, unbiased, and professionally prepared selection aides (such as School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly), taking into consideration the following criteria:

a. Educational significance:

1. Support the BCSD's mission, vision, and goals.

2. Directly support the acquisition of related standards.
 3. Contribute to improved academic achievement for a variety of learners and learning styles.
 4. Promote the integration of higher-level thinking skills.
 5. Reflect the culture of the school community.
- b. Be of excellent quality, content, and manner of presentation.
1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
 2. Be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors, validity, accuracy;
 - ii. Objectivity;
 - iii. Well written; and
 - iv. Strong visual appeal.
 3. Ensure reputation and significance of author and producer.
 4. Contains a value commensurate with cost.
 5. High artistic quality, and/or literary style.
 6. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.
- c. Appropriateness of text to the:
1. Age and grade level of students.
 2. Maturity level of students.
 3. Content area.
- d. Avoid pervasive vulgarity
1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
 2. Does not depict or describe, in a clearly offensive way, sexual conduct.
 3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
 4. Is free from graphic depictions of sexual activity.
- e. ~~Needs of the school and value to the collection;~~
- f. ~~Reputation and significance of author and producer;~~
- g. ~~Clarity, adequacy, and scope of text;~~

- h. ~~Validity, accuracy, objectivity, currency, appropriateness of text;~~
- i. ~~Organization and presentation of contents;~~
- j. ~~High degree of readability and/or comprehensibility;~~
- k. ~~High artistic quality and/or literary style; and~~
- l. ~~Value commensurate with cost.~~

B. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

C. Principal approval is required for material that is likely to be controversial.

D. A technical review is required prior to purchasing/downloading any software, hardware, online programs, or other digital resources.

E. The purchase of school library materials must be in alignment with this Administrative Regulation and confirmed by the school principal.

F. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.

G. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

H. In accordance with Administrative Regulation OS-9 Authorized Signatures, school principals and department heads are authorized to sign all BCSD purchase orders and payment requests.

I. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria. Gifted materials may be rejected in accordance with these criteria or additional considerations, such as available space, duplication/overlap of current resources, conflicting collection development priorities, and other related factors.

VII. Classification and Organization of School Library Materials. The classification and organization of library materials (to include cataloging, labeling, shelving, and special displays) will be determined by School Librarians to best meet the needs of the school community. A consortium catalog will be used to allow for standardized cataloging processes and to facilitate resource-sharing opportunities between individual schools, such as interlibrary loan.

VIII. School Library Collection Inventories and Analyses. School Librarians will conduct collection inventories and analyses at least once a year, to ensure accurate

cataloging data/records and to identify aged, outdated, or lost materials. Generally, librarians should build library collections with the following goals:

- A. At least 5% of the collection is updated annually.
- B. The overall average copyright date for the fiction books, including Easy, paperbacks, audiobooks and ebooks, is no more than 15 years from the current calendar date.
- C. The overall average copyright date for the nonfiction books, including Easy, audiobooks and ebooks, is no more than 5 years from the current calendar date.
- D. The average copyright date for the total collection is no more than 11 years from current calendar date.

IX. Materials Deselection. Weeding, or the regular removal of items from a library collection, is essential to maintaining a current and appealing collection. In adherence with the South Carolina Department of Education Standards for School Library Resource Collections, **and** to keep the library collection relevant to current and anticipated needs, items will be regularly weeded from the library catalog based on **subjective and objective criteria as follows:** ~~many factors, including age, condition, merit, accuracy, currency, circulation rate, obscenity, and space considerations.~~

- A. Objective Criteria for weeding is based on collection data sourced from the above referenced collection inventories, analyses, and circulation reports. Objective criteria for weeding may include:
 - a. Material exceeds overall target copyright date for the collection area as listed above.
 - b. Material's circulation records are historically low or represent a significant decline from previous years. (ex. less than 2 circulations in the last 2 calendar years)
- B. Subjective Criteria for weeding may include:
 - a. Material is damaged.
(ex. irreparably torn pages, covers, or bindings)
 - b. Material is physically unappealing.
(ex. outdated covers or illustrations)
 - c. Material is inaccurate, biased, or depicts inappropriate stereotypes.
 - d. Material is superseded by a newer or better edition/resource.

- e. Material is no longer appropriate for the maturity or reading levels of the students served.
(ex. The school's grade level bands have changed)
- f. Material is no longer relevant to patron interests.
(ex. Biographies of once-famous figures; multiple copies of past award winners)

C. Clarification of subjective criteria for weeding guidance from BCSD

- a. Be relevant.
 - 1. Support the BCSD's mission, vision, and goals.
 - 2. Directly support the acquisition of related standards.
 - 3. Contribute to improved academic achievement for a variety of learners and learning styles.
 - 4. Promote the integration of higher-level thinking skills.
 - 5. Reflect the culture of the school community.
- b. Be of excellent quality, content, and manner of presentation.
 - 1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
 - 2. Be engaging and able to meet a variety of student needs.
 - 3. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors
 - ii. Well written, and
 - iii. Strong visual appeal.
 - 4. Have aesthetic, literary, or social value.
 - 5. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.
- c. Be appropriate.
 - 1. To the age and grade level of students.
 - 2. To the maturity level of students.

3. To the content area.
- d. Avoid pervasive vulgarity.
 1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
 2. Does not depict or describe, in a clearly offensive way, sexual conduct.
 3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
 4. Is free from graphic depictions of sexual activity.
- e. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

~~The June 2022, revisions incorporate the SCDE Model Policy for Library/Media Center Materials Selection and Reconsideration Process. The reconsideration process and procedures for handling challenged library materials are incorporated into new administrative regulation IS 38.1, Procedures for Handling Questioned or Challenged School Library Materials.~~

Adopted: July 18, 2001
 Revised: October, 2007; September, 2009; October, 2017; June 2022; **November 2022**

Legal references:

- A. Federal legislation:
 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 2. 20 U.S.C. Code, Section 1232h, as amended.
- B. S. C. Code, 1976, as amended:
 1. Section 59-31-10 - Library committee.
 2. Section 59-31-220 – Furnishing library books.
 3. **Section 16-15-305(b) – Obscenity, Material Harmful to Minors, Child Exploitation, and Child Prostitution.**
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. **American Library Association – School Library Media Research: Independent Reading and School Achievement. Volume 3, 2000.**
- F. Beaufort County Schools Coherent Governance Manual:
 1. GC-1 Board Purpose.
 2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
 3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).

4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

DRAFT

SCHOOL LIBRARY MATERIALS SELECTION & ADOPTION

**Admin. Reg. IS-38
November 2022**

- I. Purpose.** This Administrative Regulation establishes the Superintendent's expectations for the selection and adoption of school library materials to support and enrich the instructional program and recreational reading needs of students in the Beaufort County School District (BCSD).
- II. Non-Discrimination.** The BCSD affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.
- III. Definitions.**
 - A. Instructional Material.** Instructional materials are all materials designed for use by students and their teachers as a learning resource. They may be printed or non-printed and may include books, audiovisual materials and kits, and computer programs.
 - B. Instructional Program.** School libraries should support the academic curriculum to promote student achievement by providing information resources in a variety of formats within school grade bands.
 - C. Recreational Reading.** Recreational reading is the reading students choose to do on their own. It reflects the reader's personal choice of the material, within the scope of the school library's collection. Recreational reading is done for information or for pleasure, no one assigns it. (American Library Association – School Library Media Research)
- IV. Role of the School Library Professionals.**
 - A.** School Librarians at each school hold the primary responsibility for identifying, selecting, classifying, and organizing school library materials. School library materials include library books, audiovisuals, electronic resources, and other materials. Since materials are selected to provide for the broad curricular needs and interests of the school community, School Librarians welcome and consider suggestions from principals, teachers, students, and other members of the school community. However, the school principal has the responsibility to adhere to the board policy for the purchase of all instructional materials.
 - B.** The school librarian accepts requests for materials from administration, faculty, staff, students, and parents, and establishes a school-level library acquisitions committee to examine, evaluate, and approve suggested school library materials.
 - a.** The school-level library acquisitions committee will:

- i. Review the entire list of suggested school library material. Items considered for purchase will be reviewed using the following information:
 - 1. Title, author, publisher, copyright date
 - 2. Genre
 - 3. Summary/Overview
 - 4. Reading/Lexile Level
 - 5. Recommended Age/Grade Level
 - 6. Sensitive/Controversial Content Warnings
 - 7. Reviews
 - ii. Examine and evaluate suggested material based on the Selection Criteria and in consultation with professional sources, such as:
 - 1. Follett Titlewave
 - a. Kirkus Reviews
 - b. School Library Journal
 - c. Publishers Weekly
 - d. Booklist
 - 2. The Horn Book
 - 3. The Bulletin of the Center for Children Books
 - iii. For material that may be considered contentious, evaluate material for the entire content of the work, not by selected portions or passages. All other material may be recommended as a whole for approval at the discretion of the committee.
 - iv. Approve a final list to be submitted to the principal for consideration and approval.
- C. School Librarians should develop a school library collection which creates and sustains a diverse and accessible range of materials appropriate to the developmental and maturity levels of the students served. A well-developed school library collection provides space and resources for a variety of views and ideas and supports students as they develop the critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas within a pluralistic and increasingly media-rich society.

V. Objectives for School Library Services and Materials Selection.

- A. The school library is integral to and supports the school curriculum. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society.

- B. Materials provided in school libraries will build a broad collection of knowledge representing multiple viewpoints, interests, and formats. Adhering to the South Carolina Standards for School Library Resource Collections, the collection will address the needs of appropriate school grade bands and text complexity. Materials will be selected with a focus on the following objectives:
- a. To provide resources for a variety of views and ideas and to support students as they develop critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world;
 - b. To develop an accurate and up-to-date library collection which meets the instructional and curricular needs of the school and its' students;
 - c. To encourage an appreciation and interest for both informational and recreational reading/viewing/listening;
 - d. To equitably provide for the needs of diverse learners, including students with disabilities or accessibility needs, multilingual learners, students with varying reading or maturity levels, and students of varying socioeconomic backgrounds;
 - e. To provide materials representative of multiple viewpoints that may include sensitive or controversial issues;
 - f. To provide materials representative of the many religious, ethnic, racial, and cultural groups which contribute to our local and global societies;
 - g. Reflect the linguistic pluralism of the community; and
 - h. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

VI. Criteria for Selection of Materials. School Librarians do not necessarily endorse every idea or presentation they make available for use within a library's collection. It would conflict with the public interest for School Librarians to establish their own political, moral, or aesthetic views as a standard criterion for selecting library material. Materials shall support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.

- A. The School Librarians shall use their professional training and expertise to continually evaluate the existing collection and identify areas in need of improvement. When selecting materials, School Librarians must consult reputable, unbiased, and professionally prepared selection aides (such as School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly), taking into consideration the following criteria:
- a. Educational significance:
 - 1. Support the BCSD's mission, vision, and goals.
 - 2. Directly support the acquisition of related standards.

3. Contribute to improved academic achievement for a variety of learners and learning styles.
4. Promote the integration of higher-level thinking skills.
5. Reflect the culture of the school community.

b. Be of excellent quality, content, and manner of presentation.

1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
2. Be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - i. No errors, validity, accuracy;
 - ii. Objectivity;
 - iii. Well written; and
 - iv. Strong visual appeal.
3. Ensure reputation and significance of author and producer.
4. Contains a value commensurate with cost.
5. High artistic quality, and/or literary style.
6. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.

c. Appropriateness of text to the:

1. Age and grade level of students.
2. Maturity level of students.
3. Content area.

d. Avoid pervasive vulgarity

1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
2. Does not depict or describe, in a clearly offensive way, sexual conduct.
3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
4. Is free from graphic depictions of sexual activity.

B. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

C. Principal approval is required for material that is likely to be controversial.

D. A technical review is required prior to purchasing/downloading any software, hardware, online programs, or other digital resources.

- E. The purchase of school library materials must be in alignment with this Administrative Regulation and confirmed by the school principal.
- F. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
- G. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.
- H. In accordance with Administrative Regulation OS-9 Authorized Signatures, school principals and department heads are authorized to sign all BCSD purchase orders and payment requests.
- I. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria. Gifted materials may be rejected in accordance with these criteria or additional considerations, such as available space, duplication/overlap of current resources, conflicting collection development priorities, and other related factors.

VII. Classification and Organization of School Library Materials. The classification and organization of library materials (to include cataloging, labeling, shelving, and special displays) will be determined by School Librarians to best meet the needs of the school community. A consortium catalog will be used to allow for standardized cataloging processes and to facilitate resource-sharing opportunities between individual schools, such as interlibrary loan.

VIII. School Library Collection Inventories and Analyses. School Librarians will conduct collection inventories and analyses at least once a year, to ensure accurate cataloging data/records and to identify aged, outdated, or lost materials. Generally, librarians should build library collections with the following goals:

- A. At least 5% of the collection is updated annually.
- B. The overall average copyright date for the fiction books, including Easy, paperbacks, audiobooks and ebooks, is no more than 15 years from the current calendar date.
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- D. The average copyright date for the total collection is no more than 11 years from current calendar date.

IX. Materials Deselection. Weeding, or the regular removal of items from a library collection, is essential to maintaining a current and appealing collection. In adherence with the South Carolina Department of Education Standards for School Library

Resource Collections, and to keep the library collection relevant to current and anticipated needs, items will be regularly weeded from the library catalog based on subjective and objective criteria as follows:

A. Objective Criteria for weeding is based on collection data sourced from the above referenced collection inventories, analyses, and circulation reports. Objective criteria for weeding may include:

- a. Material exceeds overall target copyright date for the collection area as listed above.
- b. Material's circulation records are historically low or represent a significant decline from previous years. (ex. less than 2 circulations in the last 2 calendar years)

B. Subjective Criteria for weeding may include:

- a. Material is damaged.
(ex. irreparably torn pages, covers, or bindings)
- b. Material is physically unappealing.
(ex. outdated covers or illustrations)
- c. Material is inaccurate, biased, or depicts inappropriate stereotypes.
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(ex. The school's grade level bands have changed)
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(ex. Biographies of once-famous figures; multiple copies of past award winners)

C. Clarification of subjective criteria for weeding guidance from BCSD

- a. Be relevant.
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 - 3. Contribute to improved academic achievement for a variety of learners and learning styles.
 - 4. Promote the integration of higher-level thinking skills.

5. Reflect the culture of the school community.
- b. Be of excellent quality, content, and manner of presentation.
 1. Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
 2. Be engaging and able to meet a variety of student needs.
 3. Meet high standards of quality in factual content and presentation to include, but not limited to:
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 - ii. Well written, and
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 4. Have aesthetic, literary, or social value.
 5. Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.
 - c. Be appropriate.
 1. To the age and grade level of students.
 2. To the maturity level of students.
 3. To the content area.
 - d. Avoid pervasive vulgarity.
 1. When considered as a whole, does not appeal to sexual interest in a shameful manner.
 2. Does not depict or describe, in a clearly offensive way, sexual conduct.
 3. Abides by prevailing standards in the adult community as to what is suitable material for minors.
 4. Is free from graphic depictions of sexual activity.
 - e. Resources should be free of political bias, unless being used to address a related standard. In this case, a broad range of views should be presented.

Adopted: July 18, 2001
Revised: October, 2007; September, 2009; October, 2017; June 2022; November 2022

Legal references:

- A. Federal legislation:
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 - 2. 20 U.S.C. Code, Section 1232h, as amended.
- B. S. C. Code, 1976, as amended:
 - 1. Section 59-31-10 - Library committee.
 - 2. Section 59-31-220 – Furnishing library books.
 - 3. Section 16-15-305(b) – Obscenity, Material Harmful to Minors, Child Exploitation, and Child Prostitution.
- C. South Carolina Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. American Library Association – School Library Media Research: *Independent Reading and School Achievement. Volume 3, 2000.*
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 - 7. B/SR-5.8 Superintendent Accountability.
 - 8. OE-1 Global Operational Expectation.
 - 9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
 - 10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
 - 11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
 - 12. OE-12 Instructional Program.
 - 13. OE-16 FOIA (OE-16.1, 16.2).



Beaufort County School District

Board of Education
November 1, 2022

Where Learning Leads the Way!

Timeline:



- September/October 2021-22: Began reviewing current IS-38 as it had not been updated in many years. Started development of BCSD Library Manual.
- During that initial review, we made the decision to split IS-38 into 2 parts to ensure clarity and for ease of reading.
- December 2021: SC school districts received a model policy from the SC Department of Education in regards to School Library materials, as well as procedures for material reconsideration.
- January/February 2022: After reviewing the state model policy, re-reviewing IS-38 and the new IS-38.1 were necessary to ensure all items addressed in the model policy were captured. Additional items were added based on research and recommendations from the American Library Association - including parent opt-out option.
- March - April 2022: Drafts circulated internally for feedback and additional revisions.
- April 2022: In-house counsel reviewed for board AR change requirements and alignment to state statutes.
- June 2022: Presented IS-38 and IS-38.1 to Academic Committee
- June 2022: Presented IS-38 and IS-38.1 to Full Board. As of this writing, no "Request for Reconsideration of School Library Materials Form" has been received and one "Request to Opt-Out of School Library Materials Form" has been received.

Timeline:



- Late August/Early September 2022: Received list of 16 titles regarding objectionable material by community members. District personnel initiated inventory review of library materials.
- September 2022: Met with middle and high school librarians to discuss selection and deselection processes to find common practices and develop a standardized plan for both. Discussed concerns over books that may contain inappropriate topics and how to address through the weeding process. Provided Principals with update from Meeting with Librarians and updated process.
- September 2022: Met with all school librarians on various items including selection and deselection processes and setting goals for collection development.
- September 2022: Principal meeting presentation on 1.93 which included “media center offerings.”
- October 2022: Received notice of 97 potentially objectionable titles within our schools.
- October 2022: Communicated titles to schools and started process of Administrative review of materials. Update to Administrative Regulation Instructional Services 38 (draft).

South Carolina Department of Education - model policy :



Materials Selection Criteria.

Materials should be consistent with the district's general educational goals and the educational goals and objectives of each individual school. Consideration should be given for purchase based on the work as a whole and on the basis of the following:

1. educational significance;
2. appropriateness for students in each school, such as grade and age level;
3. needs of the school and value to the collection;
4. reputation and significance of author and producer;
5. clarity, adequacy, and scope of text;
6. validity, accuracy, objectivity, currency, and appropriateness of text;
7. organization and presentation of contents;
8. high degree of readability and/or comprehensibility;
9. high artistic quality and/or literary style; and
10. value commensurate with cost.

South Carolina School Board Association

Book Selection Guidelines:



Materials Selection Criteria:

The basic selection criterion is the appropriateness of the materials for use at the grade levels served. In addition, the library/media specialist will judge the materials using the following criteria:

- appropriate for recommended levels
- accurate in terms of content
- reflective of the pluralistic nature of society
- representative of differing viewpoints
- appropriate format for the subject matter
- recent copyright date as appropriate to the subject
- acceptable literary style and technical quality
- cost effective in terms of use
- pertinent to the curriculum and the objectives of the instructional program

Administrative Regulation Instructional Service (ARIS) 38 draft selection criteria:



a) Educational Significance

- Support the BCSD's mission, vision, and goals.
- Directly support the acquisition of related standards.
- Contribute to improved academic achievement for a variety of learners and learning styles.
- Promote the integration of higher-level thinking skills.
- Needs of the school and value to the collection.
- Reflect the culture of the school community.

b) Be of excellent quality, content, and manner of presentation.

- Be aligned to instructional standards, as outlined in the South Carolina Department of Education College and Career Readiness Standards.
- Be engaging and able to meet a variety of student needs. Meet high standards of quality in factual content and presentation to include, but not limited to:
 - No errors, validity, accuracy
 - Objectivity
 - Well written, and
 - Strong visual appeal.
- Ensure reputation and significance of author and producer.
- Contains a value commensurate with cost.
- High artistic quality, and/or literary style.
- Avoid bias and adhere to standards of sensitivity relative to student race, sex, religion, culture, ethnicity, disability, and socioeconomic status.

Administrative Regulation Instructional Service (ARIS) 38 draft selection criteria:



c) Appropriateness of text to the:

- Age and grade level of students.
- Maturity level of students.
- Content area

d) Avoid pervasive vulgarity:

- When considered as a whole, does not appeal to sexual interest in a shameful manner.
- Does not depict or describe, in a clearly offensive way, sexual conduct.
- Abides by prevailing standards in the adult community as to what is suitable material for minors.
- Is free from graphic depictions of sexual activity.



Where we are now:

- Materials Reconsideration Committee for each of the 97 titles.
- BCSD reserves the right to appoint an Administrative Review Committee, and to conduct a review of school library materials. The Administrative Review Committee members will consist of:
 - At least one teacher with expertise in the content area and grade level;
 - At least one school librarian;
 - At least one school administrator;
 - At least one district-level director or coordinator with expertise in the content area;
 - At least one community member;
 - At least one parent;
 - At least one member of a School Improvement Council within the district/school; and
 - Any other persons deemed necessary by the Superintendent.



References:

- [South Carolina Department of Education Standards for School Library Collection](#)
- [Library Service and Challenging Books](#)
- [Book Purchasing](#)
 - [Follett Titlewave](#)
 - [Kirkus Reviews](#)
 - [School Library Journal](#)
 - [Publishers Weekly](#)
 - [Booklist](#)
 - [The Horn Book](#)
 - [The Bulletin of the Center for Children Books](#)



Beaufort County School District

Board of Education
November 1, 2022

Where Learning Leads the Way!

Melissa Murray

Director of Literacy



Curriculum Mapping

- Priority Standards
- Current Programs
- Academic Vocabulary

Support to Coaches

- Student Centered Coaching
- PLC Guide
- Standards Based Goals
- Student Evidence



Instructional Resources

- No Red Ink-Writing Support
- SIPPS and Reading Plus – Intervention Support
- Scholastic Literacy-Tier One Support

Foundations of Reading

- Monitoring Data
- Systematic Instruction in Phonics Tier I, II, and III
- LETRS training



Writing

- Interim Assessments
- Writing Matrix
- TDA prompts aligned to core resource(Collections)

Reading Plus



The Reading Plus Solution



Assessment



Build efficiency,
fluency, and stamina



Strengthen
comprehension



Expand
vocabulary



Increase
motivation



National Center on
INTENSIVE INTERVENTION

at American Institutes for Research ■

Reading Plus



Literacy Gains for All Students

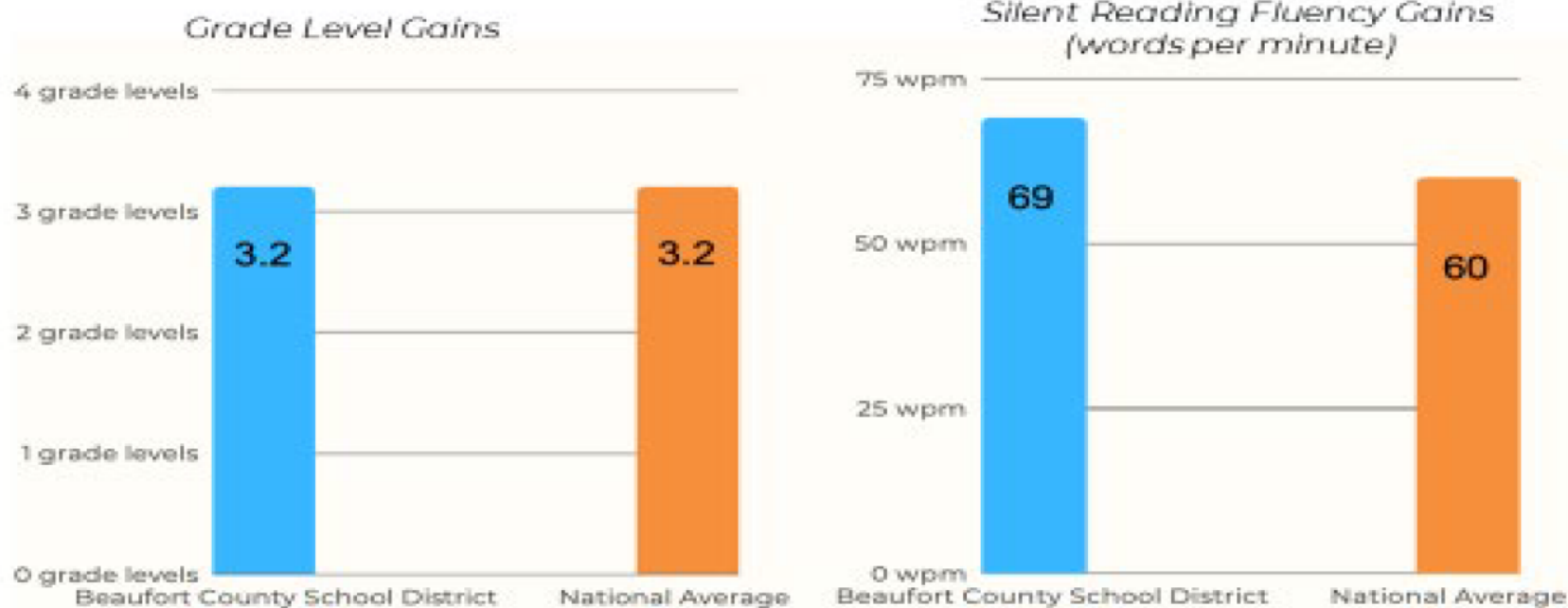


Reading Plus

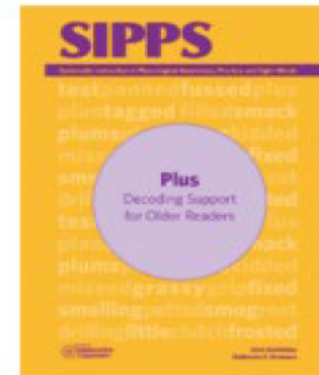
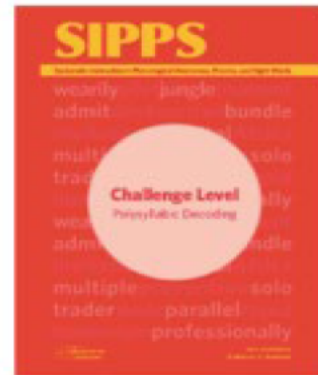
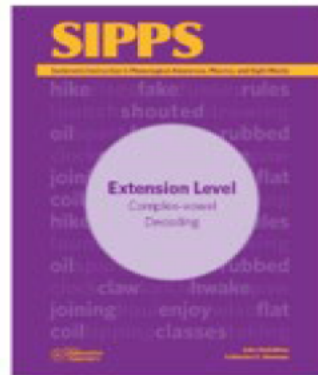
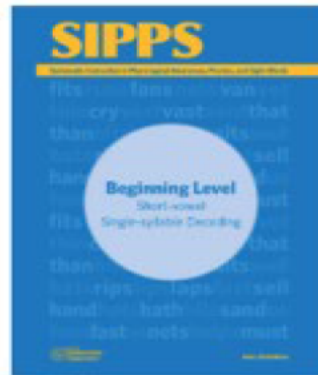


Beaufort County School District Reading Plus Gains vs. National Average

Among Students who Completed 80+ Reading Lessons in SY 21-22



Systematic Instruction of Phonics, Phonemic Awareness



SIPPS is a systematic, differentiated foundational skills program that develops the word-recognition strategies and skills that enable students to become fluent and confident readers and writers.

The ***SIPPS*** outcome is to develop independent, fluent readers who read with accuracy and automaticity.

Systematic Instruction of Phonics, Phonemic Awareness



PHONICS CONTINUUM

SIPPS® (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words)



Beginning and Plus

- Short vowels
- Single consonants
- Identifying initial, final, and medial sounds
- Reading and spelling CVC words
- Consonant digraphs

Extension and Plus

- Inflectional endings, -s, -ed, -ing
- Consonant blends
- Consonant trigraphs
- Long vowels
 - Final -e
 - Vowel patterns
- r-controlled vowels
- Diphthongs
- Silent letters
- Hard/soft c and g
- Two-syllable decoding

Challenge

- 6 syllable types
- Syllable division
- Affixes
- Sight syllables
- Implications of the schwa
- Meaningful morphemes
- High-frequency academic vocabulary at three developmental levels (grade 2, grade 3, and grade 4 and above)



Writing Update



Title: Overview of Assessment and In-Depth of TDQ to TDA

Description: participants can expect to receive an overview of ELA summative assessment in SC and an in-depth look at the TDA process, as well as receive resources to support classroom instruction.

Title: Instructional Strategies for Teaching Critical Thinking Skills in Reading and Writing

Description: Participants can expect to work with four specific instructional strategies that promote critical thinking skills in reading which transfer into writing. There is a modeling and participant engagement component.



SOUTH CAROLINA
DEPARTMENT OF EDUCATION
ed.sc.gov

LETRS



269 Active Participants across 8 schools.

Focus K-3

Schools:

Beaufort Elementary

Bluffton Elementary

Broad River Elementary

Joseph Shanklin Elementary

Michael C. Riley

Robert Smalls International Academy

St. Helena Elementary

Whale Branch Elementary

Targeting U.S. History and Constitution Endo of Course (EOC) Increases



In partnership with the South Carolina Department of Education we have created a model for Social Studies Professional Development

- Assessment Alignment Professional Development focused on vertical alignment with United States History and Constitution
- Course will be divided into 2 sections elementary and secondary and will be held virtually in November and December.
- An in person Professional Development will be held with all levels on January 3



Targeting EOC Increases

We will be working with the South Carolina Department of Education to target increases in our **End of Course Exams.**

- South Carolina State Department Office of Personalized Learning will assist us in the development of course specific EOC preparation guides for our students
 - This work will begin with USHC and continue with Biology I, Algebra I and English II



After School with the Arts

Hilton Head Middle School

Theatre and Music

Currently serving 60 students

Seussical will be performed in the Spring



Meeting the Needs of our Artistically Gifted and Talented Students



We have re established our district wide honors programs for the performing arts

- Honors Band
- Honors Chorus:Secondary Level and Elementary Level
- Honors Orchestra
- Honors Dance

The programs will be include school level identification and preparation, as well as a district wide workshop and a performance

Arts Achievement



The **Bobcat Band from Bluffton High School**, under the direction of **Band Director Anthony Granquist**, has proceeded to the **South Carolina Band State Finals** for the second year in a row.



This tremendous achievement is a first for Beaufort County School District since 1996.



Spotlight on a Beaufort County Art Educator

Hilton Head Island High School Art Teacher, Patricia (Patty) Schoelkopf has been named the **South Carolina Secondary Art Educator of the Year**

- Students consistently excel in local, state and national photography contests
- Student's work is the cover art for the prestigious Drexel University National Photography Contest
- As an artist she is showcased on the National Art Educator Association webpage for her photograph entitled, Boneyard at Sunrise, Botany Bay

Supporting our Teachers



Development of a Teacher's Corner

Provides:

Calendar of Events

Professional Development Opportunities

Profile Units

Student Competitions and Opportunities

What's Brewing Section



From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Friday, October 28, 2022 5:53 PM
To: Cushingberry, Robyn L; Mercado,Amelia B
Cc: Rodriguez, Francisco
Subject: Tuesday BOE meeting
Attachments: ISD Initiatives Board Presentation 11-1-2022 (003).pptx; BCSD BOE November 1.pptx; IS-38 School Library Materials Selection and Adoption 10-2022(Clean).docx; IS-38 School Library Materials Selection and Adoption10-2022.docx; IS-38.1 Procedures for Handling Questioned or Challenged Materials(Clean) 11-2022.docx; IS-38.1 Procedures for Handling Questioned or Challenged Materials11-2022.docx; 11.11.22 Best Practices Model Policy for SBE LibraryMaterials.pdf

From: [REDACTED]
Sent: Tuesday, October 25, 2022 6:14 PM
To: Fidrych, Patricia; Rodriguez, Francisco; Robine, Cathy G; Middleton, Angela D; Campbell, Earl; Smith, William C; Gwozdz, Christina S; Campbell, Melvin P; Boatright, Ingrid D; Geier, Richard P; Wisniewski, Rachel K; candace.bruder-brasseur@beaufort.k12.sc.us
Subject: Re: Book censorship in our schools

You are one of TWO people on the board who responded to me (and the other was just a thank-you) when I expressed my concerns and shared the bias of the "evaluation tool" these parents are using. The excuse that the district has the right to randomly pull books if they want to sets a terrible precedent and whoever ultimately made this decision should be ashamed. What is the review process if you are not following the one that was emailed to me per Ms. Fidrych AND the district's attorney? Is it in writing somewhere? I would like to see it and details of the process as well.

Interesting that the article in the Island Packet and the guy at the board meeting conveniently left out that it is Moms for Liberty who created this homophobic "evaluation tool". Definitely a civil rights issue brewing here.

Amanda McTeer

From: Fidrych, Patricia <Patricia.Fidrych@beaufort.k12.sc.us>
Sent: Friday, October 21, 2022 10:28 AM
To: Amanda McTeer [REDACTED]; Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>; Robine, Cathy G <Cathy.Robine@beaufort.k12.sc.us>; Middleton, Angela D <Angela.Middleton@beaufort.k12.sc.us>; Campbell, Earl <earl.campbell@beaufort.k12.sc.us>; Smith, William C <William.Smith2@beaufort.k12.sc.us>; Gwozdz, Christina S <Christina.Gwozdz@beaufort.k12.sc.us>; Campbell, Melvin P <Melvin.Campbell@beaufort.k12.sc.us>; Boatright, Ingrid D <Ingrid.Boatright@beaufort.k12.sc.us>; Geier, Richard P <Richard.Geier@beaufort.k12.sc.us>; Wisniewski, Rachel K <Rachel.Wisniewski@beaufort.k12.sc.us>
Subject: Re: Book censorship in our schools

Dear Ms. McTeer,

I am currently out of town so please excuse the brevity of this reply.

Thank you for your email.

You will find Administrative Regulation IS-38.1 on the district website. It will provide some of the answers to your questions.

Sincerely,

Tricia Fidrych

BCSD BOE

District 4

Get [Outlook for iOS](#)

From: Amanda McTeer [REDACTED]
Sent: Thursday, October 20, 2022 11:27 PM
To: Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>; Robine, Cathy G <Cathy.Robine@beaufort.k12.sc.us>; Middleton, Angela D <Angela.Middleton@beaufort.k12.sc.us>; Campbell, Earl

<earl.campbell@beaufort.k12.sc.us>; Smith, William C <William.Smith2@beaufort.k12.sc.us>; Fidrych, Patricia <Patricia.Fidrych@beaufort.k12.sc.us>; Gwozdz, Christina S <Christina.Gwozdz@beaufort.k12.sc.us>; Campbell, Melvin P <Melvin.Campbell@beaufort.k12.sc.us>; Boatright, Ingrid D <Ingrid.Boatright@beaufort.k12.sc.us>
Subject: Book censorship in our schools

WARNING: This email originated from outside of Beaufort County School District's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

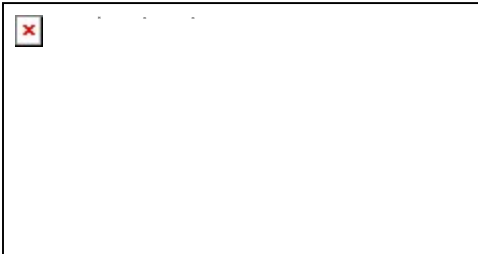
Hello,

I became aware recently of a group of parents who are compiling lists of library books that they feel should be banned from our school libraries. As a member of our community, a parent, and a taxpayer, I am trying to find out what is transpiring in relation to these requests and how I can get involved to help protect the rights of librarians to develop their collections and students to access materials.

I am aware of collection development policies and challenges, in general. Will these parents be required to file formal challenges for each book they are asking to be removed? Is there a district level committee that evaluates these challenges and are community members ever invited to sit on these committees? What protections are in place for district library staff? I am very concerned about these people infringing on the rights of citizens in our schools to access information and intimidating librarians or making them feel like they cannot freely purchase books according to their collection development plans.

I also would like to share this article because I know that the "evaluation" tool they are using is booklooks.org which is not an unbiased source whatsoever. It was specifically developed by the Moms of Liberty as a way to push their agenda.

<https://bookriot.com/moms-for-liberty-booklooks/>



BookLooks, Framed As "Objective" Book Rating Resource, a Moms For Liberty Joint

Amy Reed's award-winning YA book *The Nowhere Girls* was rated by BookLooks/Moms For Liberty as a 4. This triggered the book to be formally challenged at Brevard County School District, using the pages linked in the Facebook post (those are all included in the BookLooks listing for the book). The group blasted the schools in the district with the title on their page and encouraged others to ...

bookriot.com

Thank you in advance,

Amanda McTeer

From: Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>
Sent: Saturday, October 22, 2022 6:49 PM
To: Bruder-Brasseur, Candace L; Stratos, Mary E
Cc: Rowland, Gillian C
Subject: FW: IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials

FYI

From: Amanda McTeer [REDACTED]
Sent: Saturday, October 22, 2022 3:05 PM
To: Rowland, Gillian C <Gillian.Rowland@beaufort.k12.sc.us>
Cc: Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>
Subject: Re: IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials

WARNING: This email originated from outside of Beaufort County School District's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you so much for your quick response both to my phone call and with this document. I will be following along to see how things transpire. And I sent this to the school board and superintendent as well, but the "evaluation tool" that they are using to make these lists of books was created by Moms for Liberty and is extremely biased.

One other question, if there is evidence that these parents are encouraging kids to remove certain books from the library, would there be repercussions and who would I send the evidence to? Thank you!

On Friday, October 21, 2022 at 01:57:16 PM EDT, Rowland, Gillian C <gillian.rowland@beaufort.k12.sc.us> wrote:

Good Afternoon Ms. McTeer,

Per our phone conversation please find attached our Administrative Regulation IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials.

Thanks!

Gillian Rowland

Paralegal to General Counsel

Beaufort County School District

2900 Mink Point Blvd.

Beaufort, SC 29901

Office: (843) 379-7817

Fax: (843) 322-0744

Gillian.Rowland@beaufort.k12.sc.us

CONFIDENTIALITY NOTICE: This electronic mail message, including any attachments, contains information which is or may be privileged pursuant to applicable attorney/client and/or other legal privilege, the Family Educational Rights & Privacy Act (FERPA), 20 U.S.C. 1232g, and/or other relevant state or federal law. It is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution and/or reproduction of this communication is strictly prohibited. If you have erroneously received this communication, please notify the sender by replying to this message immediately by telephone and by e-mail and destroy all copies of this message and all attachments.

From: Fidrych, Patricia <Patricia.Fidrych@beaufort.k12.sc.us>
Sent: Friday, October 21, 2022 10:28 AM
To: Amanda McTeer; Rodriguez, Francisco; Robine, Cathy G; Middleton, Angela D; Campbell, Earl; Smith, William C; Gwozdz, Christina S; Campbell, Melvin P; Boatright, Ingrid D; Geier, Richard P; Wisnefski, Rachel K
Subject: Re: Book censorship in our schools

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BCSD BOE

District 4

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To: Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>; Robine, Cathy G <Cathy.Robine@beaufort.k12.sc.us>; Middleton, Angela D <Angela.Middleton@beaufort.k12.sc.us>; Campbell, Earl <earl.campbell@beaufort.k12.sc.us>; Smith, William C <William.Smith2@beaufort.k12.sc.us>; Fidrych, Patricia <Patricia.Fidrych@beaufort.k12.sc.us>; Gwozdz, Christina S <Christina.Gwozdz@beaufort.k12.sc.us>; Campbell, Melvin P <Melvin.Campbell@beaufort.k12.sc.us>; Boatright, Ingrid D <Ingrid.Boatright@beaufort.k12.sc.us>
Subject: Book censorship in our schools

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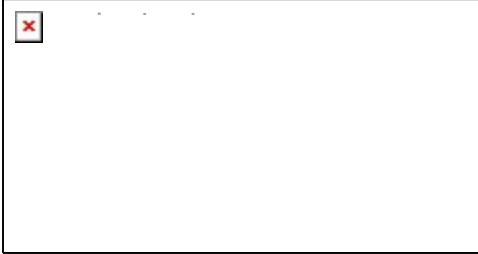
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bookriot.com

Thank you in advance,

Amanda McTeer

Regulation IS - 38.1 Procedures for Handling Questioned or Challenged School Library Materials

June, 2022

I. Purpose. This administrative regulation establishes the Superintendent's expectations regarding procedures for receiving and handling questioned or challenged school library materials in the Beaufort County School District (BCSD).

II. Reconsideration of School Library Materials.

- A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource
- B. The BCSD shall be operated to promote academic freedom the student's right to read and the fair and reasonable competition of ideas and information. School officials may not broadly remove books from a school library based on "narrowly partisan or political" grounds that may violate students' first amendment rights to receive information and ideas.
- C. The reconsideration process should conserve limited staff resources, discourage the monopolization of the challenge process by a few individuals and require complainants to submit complete, substantive, and fully researched challenge requests.

III. Rights to Challenge. Any BCSD student or employee, any parent/legal guardian of a BCSD student, and any person residing in a BCSD attendance zone may challenge specific materials found in school libraries.

- A. The BCSD recognizes the right of a parent/legal guardian to ask that particular school library materials not be made available to their own children, by completing the, "Request to Opt-Out of School Library Materials Form." attached to this administrative regulation. This form is also available on the BCSD website and at the school site.
- B. Complainants may request the addition of, removal of, restriction of, or expanded access to the school library materials by completing the "Request For Reconsideration Of School Library Materials Form." attached to this administrative regulation. This form is also available on the BCSD website and at the school site.
- C. In reviewing challenges, priority will be given to:
 - 1. Challenges filed by BCSD students (or their parents/legal guardians) who are currently and directly affected by the use of specific materials
 - 2. Challenges filed by BCSD teachers or administrators whose students are currently and directly affected by the use of specific materials.

III. Reconsideration Procedure. Upon receiving a complaint, the school administrator (or their designee) should schedule an informal conference with the complainant and the school librarian or teacher concerned. If the complaint cannot be resolved satisfactorily during this informal conference, the following options are made available

- A. If a student (or their parent/legal guardian) objects to specific materials located in a school or classroom library, they may request alternative instructional materials using the "Request to Opt-Out of School Library Materials Form." The school administrator or their designee shall communicate this request to the student's teachers school librarian and other staff as necessary.
- B. If the complainant would like to request any change that broadly affects access to the material in question, the following procedure shall be followed:

1. The school administrator or their designee should explain the steps of the reconsideration process to the complainant. Without making any specific commitments which would affect general access to the material in question, the school administrator/designee should assure the complainant and any involved parties that BCSD policy will be followed. The material in question will be removed from general use throughout the BCSD during the reconsideration process.
 2. Complainants wishing to file a formal materials challenge should do so by completing the "Request For Reconsideration Of School Library Materials Form," in its entirety, returning a copy to the district Chief Instructional Services Officer or designee. A separate form must be completed for each material being requested for reconsideration. The form attached to this administrative regulation shall be posted prominently on the district website, and available upon request at schools.
- C. To evaluate the challenged material(s), the Superintendent or designee shall appoint a Materials Reconsideration Committee which may be composed of an odd number of the following individuals:
1. At least one teacher with expertise in the content area and grade level
 2. At least one school librarian
 3. At least one school administrator
 4. At least one parent representing a school family other than the complainant
 5. At least one district level director or coordinator with expertise in the content area and
 6. At least one member of a School Improvement Council within the district/school
 7. Any other persons deemed necessary by the Superintendent
- D. When possible, each member of the Materials Reconsideration Committee should represent different schools, and none should be employed at the school for which the request has been filed. At the discretion of the Superintendent, exceptions to this rule may be made for material that is widely available at most BCSD schools.

IV. Materials Reconsideration Committee

- A. The Materials Reconsideration Committee will study the complainant's submissions on the "Request For Reconsideration Of School Library Materials Form," read/examine the referenced materials in full, and meet as a group to share and discuss their findings. The value of any material must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the Board of Education.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material), the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question is acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

V. Appeals Process. Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the Board of Education within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the Board of Education will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

This administrative regulation incorporates the former BCSD Administrative Regulation IS-38 Library/Media Center Materials Selection and Adoption.

Adopted: June, 2022

Legal references

Federal legislation:

Copyright Act of 1976, [Title 17 USC Section 101](#) et seq., effective January 1, 1978.

[20 U.S.C. Code, Section 1232h](#), as amended

S. C. Code, 1976, as amended:

[Section 59 31](#) 10 Library committee

South Carolina Department of Education Standards for School Library Resource Collections.

South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.

Beaufort County Schools Coherent Governance Manual

GC-1 Board Purpose.

GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).

GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).

GC 6 Annual Work Plan

GC-11 Diversity Statement and Goals.

B/SR-4 Authority of the Superintendent.

B/SR-5.8 Superintendent Accountability.

OE 1 Global Operational Expectation

OE-3 Treatment of Stakeholders (OE-3.1, 3.3).

OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).

OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).

OE 12 Instructional Program

OE-16 FOIA (OE-16.1, 16.2).

Request to Opt-Out of School Library Materials Form

Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE PARENT/LEGAL GUARDIAN MAKING THE REQUEST

Directions: Please complete this form and submit to the school administrator/designee. Requests will be considered incomplete until the return of this form

Contact Information of Parent/Legal Guardian Initiating Request

Name: Telephone: ()

Mailing Address: City/State: Zip Code:

Details of Material

Title of Material: Author/Creator:

Material Type Publication Year School Location

Material Located in: ☐ School Library ☐ Other

What, specifically, are you requesting?

You must be the parent or legal guardian of the child for which you are making this request.

☐ Do not assign/lend the specific material named above to my child.

Do not allow my child to check out any materials from school libraries without my prior approval of the specific material in question.

☐ Other

Request For Reconsideration Of School Library Materials Form

Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE CITIZEN MAKING THE REQUEST

In order for your challenge to be processed, you must respond completely to all the following questions

Contact Information of Citizen Initiating Request

Requested Initiated By: Telephone: ()

Mailing Address: City/State: Zip Code:
IS - 38.1

Details of Material

Title of Material:

Author/Creator:

Material Type

Publication Year

School Location

Material Located in: ☐ School Library ☐ Other

1. Have you discussed the material in question with the principal and school staff member(s)?

☐ Yes ☐ No ☐ Date & Location of Conference

2 What brought this resource to your attention?

3 Did you read or study the entire body of the material before initiating this request? Yes No

If you have read or viewed the material, please summarize it in the space below:

4. Are students *required* to use this material? ☐ Yes ☐ No ☐ I'm not sure

If the material was used as part of a specific activity or assignment please summarize the purpose of that assignment as you understand it.

5 To what in the material do you object? Please cite page numbers quotes or specific information from the material which supports your objections. Feel free to attach additional pages, if needed.

6. What do you believe is the theme or purpose of this material?

7 How has this material been assessed by others who have read it? Please include any reviews particularly by educators or professional literary critics, which support your objections.

8. How do you perceive students would be affected by this material?

9 In its place what material of equal educational quality or literary merit could you recommend that would provide additional information or viewpoints on this topic?

10. For what grades would you recommend this material? ☐ PK-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ None

11. What would you like the school district to do about this material?

☐ Do not assign or provide this material to my child

☐ Have the Materials Reconsideration Committee re evaluate the inclusion of this material in school libraries

☐ Other:

Signature of citizen

Date

Beaufort County Schools

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Wednesday, October 19, 2022 6:01 PM
To: [REDACTED]
Cc: Rodriguez, Francisco
Subject: Please find attached request
Attachments: Regulation-IS-381 (2).pdf

Please find attached the information that you have requested. The form is to be completed and returned to myself. You can use this email to return the completed form. If you are seeking review of numerous titles, please attached the list of titles, and provide a statement that will support your multiply title request.

Thank you in advance for your time and inquiry.

MS



Meeting of the Beaufort County Board of Education
Academics Committee Meeting
July 26, 2022
5:00pm
Conference Room E
Remote Hybrid Conferencing Meeting
This meeting will be live streamed by the County Channel

Request for Public Comments participation will be accepted between 3:00pm and 3:30pm by sending an email with your name, phone #, and topic to robyn.cushingberry@beaufort.k12.sc.us.

You will receive a phone call during Public Comments where you will be able to speak and address the Committee for a maximum of three minutes on issues within the Committee's domain. The forum will be limited to 15 minutes.

<i>Mission:</i> <i>The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.</i>	
Committee Members: Cathy Robine, Chair, Melvin Campbell, Richard Geier, Angela Middleton,	
Agenda	
5:00 pm	Call to Order <ul style="list-style-type: none">• Pledge of Allegiance• Approval of Agenda• Public Comments• Approval of the June 22, 2022 Committee Meeting Minutes• Administrative Regulations<ul style="list-style-type: none">➤ IS-38 School Library Materials Selection & Adoption➤ IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials• Operations Expectations<ul style="list-style-type: none">➤ OE-12 Instructional Program• Discussion of Future Topics
Adjournment	
The Beaufort County Board of Education and the Beaufort County School District can be accessed at: beaufortschools.net; County Channel: CABLE CAST: (See Schedule for Replay Times); (Live)Hargray, CH 9, 113; (Replay)Comcast, CH 2; Spectrum, CH 1304; bcgov.net (for online Video-On-Demand viewing) Please use County Channel's ALTERNATE STREAM if this meeting is not being broadcast through television: https://www.youtube.com/user/TheCountyChannel	

This meeting is a meeting of the Beaufort County Board of Education Academic Committee. Should six (6) or more members of the Beaufort County Board of Education attend this committee meeting, by any means, this meeting is hereby noticed as a meeting of the Beaufort County Board of Education. Board members in attendance who are not appointed to this committee shall not vote on any agenda matter.

From: Mercado, Amelia B <Amelia.Mercado@beaufort.k12.sc.us>
Sent: Monday, July 25, 2022 3:19 PM
To: 'achristain@hearst.com'; 'adavis@wsav.com'; 'Alberto122077@live.com'; 'anthony@hiltonheadmonthly.com'; 'aolmos@wsav.com'; 'beaufort@thedigitel.com'; 'benlin2@yahoo.com'; 'beth@scasa.org'; 'billedwards@iheartmedia.com'; 'brandy@praise945.com'; 'breakingnews@wjcl.com'; 'breakingnews@wsav.com'; 'btolley@islandpacket.com'; 'btyson@wtoc.com'; 'cclark@hiltonheadisland.org'; 'dan.hunt@blufftontoday.com'; 'dana@whhitv.com'; 'daniel.robinson@hearst.com'; 'delmore@scsba.org'; 'dj@hargray.com'; 'dszpanka@townofbluffton.com'; 'editor@hargray.com'; 'editor@hiltonheadmonthly.com'; 'editor@lcweekly.com'; 'gazette@beaufortgazette.com'; 'gsmith@islandpacket.com'; 'hjackson@scetv.org'; 'hmartin@hiltonheadisland.org'; 'Info@HiltonHeadIsland.org'; 'info@laislamagazine.com'; 'jecroley@gmail.com'; 'jertle@wtoc.com'; 'jmoketsi123@centurylink.net'; 'jschiferl@postandcourier.com'; 'jsingleton@cityofhardeeville.com'; 'kimberly.m.wiley@usmc-mccs.org'; 'kmurdaugh@blufftontoday.com'; 'krary@wtoc.com'; 'Kristen.Rary@wtoc.com'; 'kwilliams@cityofbeaufort.org'; 'ladysislandnews@gmail.com'; 'Bishop, Alec'; 'lance.hanlin@wearelocallife.com'; 'latia@whhitv.com'; 'lawrence.conneff@blufftontoday.com'; 'lferguson@islandpacket.com'; 'lowcosports@gmail.com'; 'lwilson@islandpacket.com'; 'mark@987theriver.com'; 'mindy.islandnews@gmail.com'; 'news@whhitv.com'; 'news@wtgs.com'; 'newsrelease@wtoc.com'; 'newsroom@islandpacket.com'; 'pembrook2@hargray.com'; 'rajones@islandpacket.com'; 'sales@elinformadornewspaper.com'; 'schoolnews@beaufortislandnews.com'; 'shawn@digitalskassoc.com'; 'shellie@blufftonchamberofcommerce.org'; 'stevensb3@yahoo.com'; 'Suzanne@lowcountryinsidetrack.com'; 'tgruel@live5news.com'; 'theislandnews@gmail.com'; 'timmaywood@gmail.com'; 'natalie@blufftonchamberofcommerce.org'; 'Grooms, Scott'; 'Lewis, Rob'; 'Beaudrie, Jan'; 'Sanchez, Sofia'
Cc: BOEOnly; Cushingberry, Robyn L; Rodriguez, Francisco
Subject: RE: Beaufort County Board of Education Meeting Notice
Attachments: Academic Committee Meeting agenda July 26 2022.pdf

Please see the revised agenda attached.

Molly Mercado

Administrative Associate

Beaufort County School District

amelia.mercado@beaufort.k12.sc.us

(843)322-0731

From: Mercado, Amelia B
Sent: Monday, July 25, 2022 11:57 AM
To: 'achristain@hearst.com' <achristain@hearst.com>; 'adavis@wsav.com' <adavis@wsav.com>; 'Alberto122077@live.com' <Alberto122077@live.com>; 'anthony@hiltonheadmonthly.com' <anthony@hiltonheadmonthly.com>; 'aolmos@wsav.com' <aolmos@wsav.com>; 'beaufort@thedigitel.com' <beaufort@thedigitel.com>; 'benlin2@yahoo.com' <benlin2@yahoo.com>; 'beth@scasa.org' <beth@scasa.org>; 'billedwards@iheartmedia.com' <billedwards@iheartmedia.com>; 'brandy@praise945.com' <brandy@praise945.com>; 'breakingnews@wjcl.com' <breakingnews@wjcl.com>; 'breakingnews@wsav.com' <breakingnews@wsav.com>; 'btolley@islandpacket.com' <btolley@islandpacket.com>; 'btyson@wtoc.com' <btyson@wtoc.com>;

'cclark@hiltonheadisland.org' <cclark@hiltonheadisland.org>; 'dan.hunt@blufftontoday.com' <dan.hunt@blufftontoday.com>; 'dana@whhitv.com' <dana@whhitv.com>; 'daniel.robinson@hearst.com' <daniel.robinson@hearst.com>; 'delmore@scsba.org' <delmore@scsba.org>; 'dj@hargray.com' <dj@hargray.com>; 'dszpanka@townofbluffton.com' <dszpanka@townofbluffton.com>; 'editor@hargray.com' <editor@hargray.com>; 'editor@hiltonheadmonthly.com' <editor@hiltonheadmonthly.com>; 'editor@lcweekly.com' <editor@lcweekly.com>; 'gazette@beaufortgazette.com' <gazette@beaufortgazette.com>; 'gsmith@islandpacket.com' <gsmith@islandpacket.com>; 'hjackson@scetv.org' <hjackson@scetv.org>; 'hmartin@hiltonheadisland.org' <hmartin@hiltonheadisland.org>; 'Info@HiltonHeadIsland.org' <Info@HiltonHeadIsland.org>; 'info@laislamagazine.com' <info@laislamagazine.com>; 'jecroley@gmail.com' <jecroley@gmail.com>; 'jertle@wtoc.com' <jertle@wtoc.com>; 'jmoketsi123@centurylink.net' <jmoketsi123@centurylink.net>; 'jschiferl@postandcourier.com' <jschiferl@postandcourier.com>; 'jsingleton@cityofhardeeville.com' <jsingleton@cityofhardeeville.com>; 'kimberly.m.wiley@usmc-mccs.org' <kimberly.m.wiley@usmc-mccs.org>; 'kmurdaugh@blufftontoday.com' <kmurdaugh@blufftontoday.com>; 'krory@wtoc.com' <krory@wtoc.com>; 'Kristen.Rary@wtoc.com' <Kristen.Rary@wtoc.com>; 'kwilliams@cityofbeaufort.org' <kwilliams@cityofbeaufort.org>; 'ladysislandnews@gmail.com' <ladysislandnews@gmail.com>; 'Bishop, Alec' <abishop@bcgov.net>; 'lance.hanlin@wearelocallife.com' <lance.hanlin@wearelocallife.com>; 'latia@whhitv.com' <latia@whhitv.com>; 'lawrence.conneff@blufftontoday.com' <lawrence.conneff@blufftontoday.com>; 'lferguson@islandpacket.com' <lferguson@islandpacket.com>; 'lowcosports@gmail.com' <lowcosports@gmail.com>; 'lwilson@islandpacket.com' <lwilson@islandpacket.com>; 'mark@987theriver.com' <mark@987theriver.com>; 'mindy.islandnews@gmail.com' <mindy.islandnews@gmail.com>; 'news@whhitv.com' <news@whhitv.com>; 'news@wtgs.com' <news@wtgs.com>; 'newsrelease@wtoc.com' <newsrelease@wtoc.com>; 'newsroom@islandpacket.com' <newsroom@islandpacket.com>; 'pembrook2@hargray.com' <pembrook2@hargray.com>; 'rajones@islandpacket.com' <rajones@islandpacket.com>; 'sales@elinformadornewspaper.com' <sales@elinformadornewspaper.com>; 'schoolnews@beaufortislandnews.com' <schoolnews@beaufortislandnews.com>; 'shawn@digitalskassoc.com' <shawn@digitalskassoc.com>; 'shellie@blufftonchamberofcommerce.org' <shellie@blufftonchamberofcommerce.org>; 'stevensb3@yahoo.com' <stevensb3@yahoo.com>; 'Suzanne@lowcountryinsidetrack.com' <Suzanne@lowcountryinsidetrack.com>; 'tgruel@live5news.com' <tgruel@live5news.com>; 'theislandnews@gmail.com' <theislandnews@gmail.com>; 'timmaywood@gmail.com' <timmaywood@gmail.com>; 'natalie@blufftonchamberofcommerce.org' <natalie@blufftonchamberofcommerce.org>; 'Grooms, Scott' <sgrooms@bcgov.net>; 'Lewis, Rob' <rlewis@bcgov.net>; 'Beaudrie, Jan' <jbeaudrie@bcgov.net>; 'Sanchez, Sofia' <ssanchez@islandpacket.com>

Cc: BOEOnly <BOEOnly@beaufort.k12.sc.us>; Cushingberry, Robyn L <Robyn.Cushingberry@beaufort.k12.sc.us>; Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>

Subject: Beaufort County Board of Education Meeting Notice

The agenda for the upcoming Beaufort County Board of Education meeting is attached.

Molly Mercado

Administrative Associate

Beaufort County School District

amelia.mercado@beaufort.k12.sc.us

(843)322-0731



Meeting of the Beaufort County Board of Education
Academics Committee Meeting
July 26, 2022
Remote Conferencing Meeting
This meeting will be live streamed by the County Channel

Request for Public Comments participation will be accepted between 3:00pm and 3:30pm by sending an email with your name, phone #, and topic to robyn.cushingberry@beaufort.k12.sc.us.

You will receive a phone call during Public Comments where you will be able to speak and address the Committee for a maximum of three minutes on issues within the Committee's domain. The forum will be limited to 15 minutes.

<i>Mission: The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.</i>	
Committee Members: Cathy Robine, Chair, Melvin Campbell, Richard Geier, Angela Middleton,	
Agenda	
5:00 pm	Call to Order <ul style="list-style-type: none">• Pledge of Allegiance• Approval of Agenda• Public Comments• Approval of the June 22, 2022 Committee Meeting Minutes• Administrative Regulations<ul style="list-style-type: none">➤ IS-38 School Library Materials Selection & Adoption➤ IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials• Operations Expectations<ul style="list-style-type: none">➤ OE-12 Instructional Program• Discussion of Future Topics
Adjournment	
The Beaufort County Board of Education and the Beaufort County School District can be accessed at: beaufortschools.net; County Channel: CABLE CAST: (See Schedule for Replay Times); (Live)Hargray, CH 9, 113; (Replay)Comcast, CH 2; Spectrum, CH 1304; bcgov.net (for online Video-On-Demand viewing) Please use County Channel's ALTERNATE STREAM if this meeting is not being broadcast through television: https://www.youtube.com/user/TheCountyChannel	

This meeting is a meeting of the Beaufort County Board of Education Academic Committee. Should six (6) or more members of the Beaufort County Board of Education attend this committee meeting, by any means, this meeting is hereby noticed as a meeting of the Beaufort County Board of Education. Board members in attendance who are not appointed to this committee shall not vote on any agenda matter.

From: Mercado, Amelia B <Amelia.Mercado@beaufort.k12.sc.us>
Sent: Monday, July 25, 2022 11:57 AM
To: 'achristain@hearst.com'; 'adavis@wsav.com'; 'Alberto122077@live.com';
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'btolley@islandpacket.com'; 'btyson@wtoc.com'; 'cclark@hiltonheadisland.org';
'dan.hunt@blufftontoday.com'; 'dana@whhitv.com'; 'daniel.robinson@hearst.com';
'delmore@scsba.org'; 'dj@hargray.com'; 'dszpanka@townofbluffton.com';
'editor@hargray.com'; 'editor@hiltonheadmonthly.com'; 'editor@lcweekly.com';
'gazette@beaufortgazette.com'; 'gsmith@islandpacket.com'; 'hjackson@scetv.org';
'hmartin@hiltonheadisland.org'; 'Info@HiltonHeadIsland.org';
'info@laislamagazine.com'; 'jecroley@gmail.com'; 'jertle@wtoc.com'; 'jmoketsi123
@centurylink.net'; 'jschiferl@postandcourier.com'; 'jsingleton@cityofhardeeville.com';
'kimberly.m.wiley@usmc-mccs.org'; 'kmurdaugh@blufftontoday.com';
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'ladyslandnews@gmail.com'; 'Bishop, Alec'; 'lance.hanlin@wearelocallife.com';
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'mark@987theriver.com'; 'mindy.islandnews@gmail.com'; 'news@whhitv.com';
'news@wtgs.com'; 'newsrelease@wtoc.com'; 'newsroom@islandpacket.com';
'pembrook2@hargray.com'; 'rajones@islandpacket.com';
'sales@elinformadornewspaper.com'; 'schoolnews@beaufortislandnews.com';
'shawn@digitalskassoc.com'; 'shellie@blufftonchamberofcommerce.org'; 'stevensb3
@yahoo.com'; 'Suzanne@lowcountryinsidetrack.com'; 'tgruel@live5news.com';
'theislandnews@gmail.com'; 'timmaywood@gmail.com';
'natalie@blufftonchamberofcommerce.org'; 'Grooms, Scott'; 'Lewis, Rob'; 'Beaudrie, Jan';
'Sanchez, Sofia'
Cc: BOEOnly; Cushingberry, Robyn L; Rodriguez, Francisco
Subject: Beaufort County Board of Education Meeting Notice
Attachments: Academic Committee Meeting agenda July 26 2022.pdf

The agenda for the upcoming Beaufort County Board of Education meeting is attached.

Molly Mercado

Administrative Associate

Beaufort County School District

amelia.mercado@beaufort.k12.sc.us

(843)322-0731



Agenda
BEAUFORT COUNTY BOARD OF EDUCATION
 District Educational Services Center
 Media Center
 Beaufort, SC 29906
 July 12, 2022 5:00 p.m. (Executive Session)
 6:00 – 9:15 pm Public Session
 Hybrid Video Conferencing
 This meeting will be live streamed by the County Channel

Request for Public Comments participation will be accepted between 5:00pm–5:30pm by sending an email with your name, phone #, and topic to robyn.cushingberry@beaufort.k12.sc.us. You will receive a phone call during Public Comments where you will be able to speak and address the Board for a maximum of three minutes on issues within the Board's domain. The forum will be limited to 30 minutes.

If you are in person, you may address the Board for a maximum of three minutes on issues within the Board's domain. Each speaker must fill out a Public Comment Card. Please see the Board Clerk for a card.

Request for the second Public Comments will be accepted between 7:00 – 7:30pm in the same manner as above. The second Public Comments will take place prior to adjournment no later than 9:00pm. The second forum will be limited to 15 minutes.

In the event the Board has not finished addressing all items listed on the July 12, 2022 Agenda, the Board will reconvene at 6:00 pm on July 13, 2022, the next business day to finish the agenda items.

<i>Mission:</i> The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.		Coherent Governance Reference
5:00 p.m. Call to Order Executive Session <ul style="list-style-type: none"> • Receipt of legal advice on bonds covered by the attorney client privilege pursuant to S.C. Code Ann. Section 30-4-70(a)(2). • Employment Matter re: Personnel Ratification Report pursuant to SC Code Ann. Section 30-4-70(a)(1). • Adult Ed/Home School Report pursuant to S.C. Code Ann. Section 30-4-40(a)(4). • Receipt of legal advice regarding two pending legal claims covered by the attorney client privilege pursuant to S.C. Code Ann. Section 30-4-70(a)(2). • Receipt of legal advice and attorney-client privilege communication regarding pending worker's compensation claim pursuant to S.C. Code Ann. Section 30-4-70(a)(2). 		Policy GC-2.20
6:00 Public Session		
Action as Necessary or Appropriate Regarding Matters Discussed in Executive Session		
Approval of Agenda		
Pledge of Allegiance, Moment of Silence, Statement of Media Notification		
Points of Celebration		
<ul style="list-style-type: none"> • 2022 Class A State Champions – Whale Branch Early College HS Girls Track 		
First Public Comments - See information above		Policy GC-2.23.I.IV
CLOC Update		
Chairman's Report		
Committee Reports: (A vote may take place on any potential recommendations)		
<ul style="list-style-type: none"> • Legislative 		

<ul style="list-style-type: none"> ➤ Legislative Update from Lobbyist – Lynn Stoke Murray • Academics <ul style="list-style-type: none"> ➤ IS-38 – School Library Materials Selection & Adoption ➤ IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials • Ad Hoc Combined North/South of the Broad <ul style="list-style-type: none"> ➤ Recommended motion for approval of Committee's Name and Scope • Operations <ul style="list-style-type: none"> ➤ Recommended motion for approval for letter to County Council regarding Beaufort High School Entrance Redesign . • Policy <ul style="list-style-type: none"> ➤ Recommended motion for changes to GC2.15 ➤ Recommended motion for changes to GC2.23 ➤ Recommended motion for changes to OE6.16 ➤ Recommended motion for changes to OE17 • Results <ul style="list-style-type: none"> ➤ Recommended motion for the reinstatement of the financial oversight matrix to the Superintendent's result evaluation instrument for 2021-2022 school year. 	
Superintendent's Report Goal #1 Student Achievement <ul style="list-style-type: none"> • Update on Profile of the Beaufort Graduate Goal #2 Highly Qualified Teachers and Administrators N/A Goal #3 Fiscal Responsibility Goal #4 Policy Development and Implementation N/A Goal #5 Supervision and Evaluation of the Superintendent N/A Other Matters N/A	
Board Business Action <ul style="list-style-type: none"> • Resolution to memorialize Beaufort High School's History • Beaufort High School Football Field Press Box 	
Consent Agenda <ul style="list-style-type: none"> • Approval of the June 21, 2022 Board Meeting Minutes • OE16.1 and 16.2 FOIA – 2022 Second Quarter FOIA Report 	
Future Agenda Topics	
Announcements	
Second Public Comments – See information above.	Policy GC-2. 23.I.IV
Adjournment Adjournment until next business day: if the Board has not finished addressing all items listed on the July 12, 2022 Agenda, the Board will adjourn at 9:15 p.m. and will reconvene at 6:00 p.m. on July 13, 2022. The Beaufort County Board of Education and the Beaufort County School District can be accessed at: beaufortschools.net; County Channel: CABLE CAST: (See Schedule for Replay Times); (Live)Hargray, CH 9, 113; (Replay)Comcast, CH 2; Spectrum, CH 1304; beaufortcountysc.gov (for online Video-On-Demand viewing) Please use County Channel's ALTERNATE STREAM if this meeting is not being broadcast through television: https://www.youtube.com/user/TheCountyChannel	

Next Scheduled School Board Meeting – August 2, 2022 District Education Services Center. This may be subject to change so please check our website for the most updated information.

From: Mercado, Amelia B <Amelia.Mercado@beaufort.k12.sc.us>
Sent: Monday, July 11, 2022 3:51 PM
To: achristain@hearst.com; adavis@wsav.com; Alberto122077@live.com; anthony@hiltonheadmonthly.com; aolmos@wsav.com; beaufort@thedigitel.com; benlin2@yahoo.com; beth@scasa.org; billedwards@iheartmedia.com; brandy@praise945.com; breakingnews@wjcl.com; breakingnews@wsav.com; btolley@islandpacket.com; btyson@wtoc.com; cclark@hiltonheadisland.org; dan.hunt@blufftontoday.com; dana@whhitv.com; daniel.robinson@hearst.com; delmore@scsba.org; dj@hargray.com; dszpanka@townofbluffton.com; editor@hargray.com; editor@hiltonheadmonthly.com; editor@lcweekly.com; gazette@beaufortgazette.com; gsmith@islandpacket.com; hjackson@scetv.org; hmartin@hiltonheadisland.org; Info@HiltonHeadIsland.org; info@laislamagazine.com; jecroley@gmail.com; jertle@wtoc.com; jmoketsi123@centurylink.net; jschiferl@postandcourier.com; jsingleton@cityofhardeeville.com; kimberly.m.wiley@usmc-mccs.org; kmurdaugh@blufftontoday.com; krory@wtoc.com; Kristen.Rory@wtoc.com; kwilliams@cityofbeaufort.org; ladysislandnews@gmail.com; Bishop, Alec; lance.hanlin@wearelocalife.com; latia@whhitv.com; lawrence.conneff@blufftontoday.com; lferguson@islandpacket.com; lowcosports@gmail.com; lwilson@islandpacket.com; mark@987theriver.com; mindy.islandnews@gmail.com; news@whhitv.com; news@wtgs.com; newsrelease@wtoc.com; newsroom@islandpacket.com; pembrook2@hargray.com; rajones@islandpacket.com; sales@elinformadornewspaper.com; schoolnews@beaufortislandnews.com; shawn@digitalskassoc.com; shellie@blufftonchamberofcommerce.org; stevensb3@yahoo.com; Suzanne@lowcountryinsidetrack.com; tgruel@live5news.com; theislandnews@gmail.com; timmaywood@gmail.com; natalie@blufftonchamberofcommerce.org; Grooms, Scott; Lewis, Rob; Beaudrie, Jan; Sanchez, Sofia
Cc: BOEOnly; Cushingberry, Robyn L; Rodriguez, Francisco
Subject: RE: Beaufort County Board of Education Meeting Notice
Attachments: July 12 2022 BOE Agenda final (002).pdf

Please see the revised agenda attached.

From: Mercado, Amelia B
Sent: Monday, July 11, 2022 1:23 PM
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The agenda for the upcoming Beaufort County Board of Education meeting is attached.

Molly Mercado

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(843)322-0731



Agenda

BEAUFORT COUNTY BOARD OF EDUCATION

District Educational Services Center

Media Center

Beaufort, SC 29906

July 12, 2022 5:00 p.m. (Executive Session)

6:00 – 9:15 pm Public Session

Hybrid Video Conferencing

This meeting will be live streamed by the County Channel

Request for Public Comments participation will be accepted between 5:00pm–5:30pm by sending an email with your name, phone #, and topic to robyn.cushingberry@beaufort.k12.sc.us.

You will receive a phone call during Public Comments where you will be able to speak and address the Board for a maximum of three minutes on issues within the Board's domain. The forum will be limited to 30 minutes.

If you are in person, you may address the Board for a maximum of three minutes on issues within the Board's domain. Each speaker must fill out a Public Comment Card. Please see the Board Clerk for a card.

Request for the second Public Comments will be accepted between 7:00 – 7:30pm in the same manner as above. The second Public Comments will take place prior to adjournment no later than 9:00pm. The second forum will be limited to 15 minutes.

In the event the Board has not finished addressing all items listed on the July 12, 2022 Agenda, the Board will reconvene at 6:00 pm on July 13, 2022, the next business day to finish the agenda items.

<i>Mission:</i> <i>The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.</i>	Coherent Governance Reference
5:00 p.m. Call to Order Executive Session <ul style="list-style-type: none"> • Receipt of legal advice on bonds covered by the attorney client privilege pursuant to S.C. Code Ann. Section 30-4-70(a)(2). • Employment Matter re: Personnel Ratification Report pursuant to SC Code Ann. Section 30-4-70(a)(1). • Receipt of legal advice regarding two pending legal claims covered by the attorney client privilege pursuant to S.C. Code Ann. Section 30-4-70(a)(2). • Receipt of legal advice and attorney-client privilege communication regarding pending worker's compensation claim pursuant to S.C. Code Ann. Section 30-4-70(a)(2). 	Policy GC-2.20
6:00 Public Session	
Action as Necessary or Appropriate Regarding Matters Discussed in Executive Session	
Approval of Agenda	
Pledge of Allegiance, Moment of Silence, Statement of Media Notification	
Points of Celebration <ul style="list-style-type: none"> • 2022 Class A State Champions – Whale Branch Early College HS Girls Track 	
First Public Comments - See information above	Policy GC-2.23.I.IV
CLOC Update	
Chairman's Report	
Committee Reports: (A vote may take place on any potential recommendations) <ul style="list-style-type: none"> • Legislative <ul style="list-style-type: none"> ➤ Legislative Update from Lobbyist – Lynn Stoke Murray 	

<ul style="list-style-type: none"> • Academics <ul style="list-style-type: none"> ➤ IS-38 – School Library Materials Selection & Adoption ➤ IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials • Ad Hoc Combined North/South of the Broad <ul style="list-style-type: none"> ➤ Recommended motion for approval of Committee's Name and Scope • Operations <ul style="list-style-type: none"> ➤ Recommended motion for approval for letter to County Council regarding Beaufort High School Entrance Redesign . • Policy <ul style="list-style-type: none"> ➤ Recommended motion for changes to GC2.15 ➤ Recommended motion for changes to GC2.23 ➤ Recommended motion for changes to OE6.16 ➤ Recommended motion for changes to OE17 • Results <ul style="list-style-type: none"> ➤ Recommended motion for the reinstatement of the financial oversight matrix to the Superintendent's result evaluation instrument for 2021-2022 school year. 	
Superintendent's Report Goal #1 Student Achievement <ul style="list-style-type: none"> • Update on Profile of the Beaufort Graduate Goal #2 Highly Qualified Teachers and Administrators N/A Goal #3 Fiscal Responsibility Goal #4 Policy Development and Implementation N/A Goal #5 Supervision and Evaluation of the Superintendent N/A Other Matters N/A	
Board Business Action <ul style="list-style-type: none"> • Resolution to memorialize Beaufort High School's History • Beaufort High School Football Field Press Box 	
Consent Agenda <ul style="list-style-type: none"> • Approval of the June 21, 2022 Board Meeting Minutes • OE16.1 and 16.2 FOIA – 2022 Second Quarter FOIA Report 	
Future Agenda Topics	
Announcements	
Second Public Comments – See information above.	Policy GC-2. 23.I.IV
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Next Scheduled School Board Meeting – August 2, 2022 District Education Services Center. This may be subject to change so please check our website for the most updated information.

From: Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>
Sent: Monday, July 11, 2022 3:39 PM
To: Stratos, Mary E
Subject: FW: Beaufort County Board of Education Meeting Notice
Attachments: July 12 2022 BOE Agenda final.pdf

Mary,
The adult ed/home school report is not on the agenda so it will have to go next time.
Frank

From: Mercado, Amelia B <Amelia.Mercado@beaufort.k12.sc.us>
Sent: Monday, July 11, 2022 1:23 PM
To: achristain@hearst.com; adavis@wsav.com; Alberto122077@live.com; anthony@hiltonheadmonthly.com; aolmos@wsav.com; beaufort@thedigitel.com; benlin2@yahoo.com; beth@scasa.org; billedwards@iheartmedia.com; brandy@praise945.com; breakingnews@wjcl.com; breakingnews@wsav.com; btolley@islandpacket.com; btyson@wtoc.com; cclark@hiltonheadisland.org; dan.hunt@blufftontoday.com; dana@whhitv.com; daniel.robinson@hearst.com; delmore@scsba.org; dj@hargray.com; dszpanka@townofbluffton.com; editor@hargray.com; editor@hiltonheadmonthly.com; editor@lcweekly.com; gazette@beaufortgazette.com; gsmith@islandpacket.com; hjackson@scetv.org; hmartin@hiltonheadisland.org; Info@HiltonHeadIsland.org; info@laislamagazine.com; jecroley@gmail.com; jertle@wtoc.com; jmoketsi123@centurylink.net; jschiferl@postandcourier.com; jsingleton@cityofhardeeville.com; kimberly.m.wiley@usmc-mccs.org; kmurdaugh@blufftontoday.com; krory@wtoc.com; Kristen.Rary@wtoc.com; kwilliams@cityofbeaufort.org; ladysislandnews@gmail.com; Bishop, Alec <abishop@bcgov.net>; lance.hanlin@wearelocallife.com; latia@whhitv.com; lawrence.conneff@blufftontoday.com; lferguson@islandpacket.com; lowcosports@gmail.com; lwilson@islandpacket.com; mark@987theriver.com; mindy.islandnews@gmail.com; news@whhitv.com; news@wtgs.com; newsrelease@wtoc.com; newsroom@islandpacket.com; pembrook2@hargray.com; rajones@islandpacket.com; sales@elinformadornewspaper.com; schoolnews@beaufortislandnews.com; shawn@digitalskassoc.com; shellie@blufftonchamberofcommerce.org; stevensb3@yahoo.com; Suzanne@lowcountryinsidetrack.com; tgruel@live5news.com; theislandnews@gmail.com; timmaywood@gmail.com; natalie@blufftonchamberofcommerce.org; Grooms, Scott <sgrooms@bcgov.net>; Lewis, Rob <rlewis@bcgov.net>; Beaudrie, Jan <jbeaudrie@bcgov.net>; Sanchez, Sofia <ssanchez@islandpacket.com>
Cc: BOEOnly <BOEOnly@beaufort.k12.sc.us>; Cushingberry, Robyn L <Robyn.Cushingberry@beaufort.k12.sc.us>; Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>
Subject: Beaufort County Board of Education Meeting Notice

The agenda for the upcoming Beaufort County Board of Education meeting is attached.

Molly Mercado

Administrative Associate

Beaufort County School District

amelia.mercado@beaufort.k12.sc.us

(843)322-0731



Agenda

BEAUFORT COUNTY BOARD OF EDUCATION

District Educational Services Center

Media Center

Beaufort, SC 29906

July 12, 2022 5:00 p.m. (Executive Session)

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From: Mercado, Amelia B <Amelia.Mercado@beaufort.k12.sc.us>
Sent: Monday, July 11, 2022 1:23 PM
To: achristain@hearst.com; adavis@wsav.com; Alberto122077@live.com; anthony@hiltonheadmonthly.com; aolmos@wsav.com; beaufort@thedigitel.com; benlin2@yahoo.com; beth@scasa.org; billedwards@iheartmedia.com; brandy@praise945.com; breakingnews@wjcl.com; breakingnews@wsav.com; btolley@islandpacket.com; btyson@wtoc.com; cclark@hiltonheadisland.org; dan.hunt@blufftontoday.com; dana@whhitv.com; daniel.robinson@hearst.com; delmore@scsba.org; dj@hargray.com; dszpanka@townofbluffton.com; editor@hargray.com; editor@hiltonheadmonthly.com; editor@lcweekly.com; gazette@beaufortgazette.com; gsmith@islandpacket.com; hjackson@scetv.org; hmartin@hiltonheadisland.org; Info@HiltonHeadIsland.org; info@laislamagazine.com; jecroley@gmail.com; jertle@wtoc.com; jmoketsi123@centurylink.net; jschiferl@postandcourier.com; jsingleton@cityofhardeeville.com; kimberly.m.wiley@usmc-mccs.org; kmurdaugh@blufftontoday.com; krory@wtoc.com; Kristen.Rory@wtoc.com; kwilliams@cityofbeaufort.org; ladysislandnews@gmail.com; Bishop, Alec; lance.hanlin@wearelocallife.com; latia@whhitv.com; lawrence.conneff@blufftontoday.com; lferguson@islandpacket.com; lowcosports@gmail.com; lwilson@islandpacket.com; mark@987theriver.com; mindy.islandnews@gmail.com; news@whhitv.com; news@wtgs.com; newsrelease@wtoc.com; newsroom@islandpacket.com; pembrook2@hargray.com; rajones@islandpacket.com; sales@elinformadornewspaper.com; schoolnews@beaufortislandnews.com; shawn@digitalskassoc.com; shellie@blufftonchamberofcommerce.org; stevensb3@yahoo.com; Suzanne@lowcountryinsidetrack.com; tgruel@live5news.com; theislandnews@gmail.com; timmaywood@gmail.com; natalie@blufftonchamberofcommerce.org; Grooms, Scott; Lewis, Rob; Beaudrie, Jan; Sanchez, Sofia
Cc: BOEOnly; Cushingberry, Robyn L; Rodriguez, Francisco
Subject: Beaufort County Board of Education Meeting Notice
Attachments: July 12 2022 BOE Agenda final.pdf

The agenda for the upcoming Beaufort County Board of Education meeting is attached.

Molly Mercado

Administrative Associate

Beaufort County School District

amelia.mercado@beaufort.k12.sc.us

(843)322-0731

SCHOOL LIBRARY MATERIALS SELECTION & ADOPTION

**Admin. Reg. IS-38
June 2022**

I. Purpose. This Administrative Regulation establishes the Superintendent's expectations for the selection and adoption of school library materials to support and enrich the instructional program and recreational reading needs of students in the Beaufort County School District (BCSD).

II. Role of the School Library Professionals.

- A. School Librarians at each school hold the primary responsibility for identifying, acquiring, classifying, and organizing school library materials. School library materials include library books, audiovisuals, electronic resources, and other materials. Since materials are selected to provide for the broad needs and interests of the school community, School Librarians welcome and consider suggestions from principals, teachers, students, and other members of the school community. However, the selection of school library resources is a professional responsibility which cannot be delegated to any lay person or lay group.
- B. School Librarians assume a leadership role in promoting the principles of intellectual freedom and should develop a school library collection which creates and sustains a diverse and accessible range of materials appropriate to the developmental and maturity levels of the students served. A well-developed school library collection provides space and resources for a variety of views and ideas and supports students as they develop the critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas within a pluralistic and increasingly media-rich society.

III. Objectives for School Library Services and Materials Selection.

A. The school library is integral to and supports the school curriculum. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society.

B. Materials provided in school libraries will build a broad collection of knowledge representing multiple viewpoints, interests, and formats. Materials will be selected with a focus on the following objectives:

- 1. To provide resources for a variety of views and ideas and to support students as they develop critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world;
- 2. To develop an accurate and up-to-date library collection which meets the instructional and curricular needs of the school and its' students;
- 3. To encourage an appreciation and interest for both informational and recreational reading/viewing/listening;
- 4. To equitably provide for the needs of diverse learners, including students with disabilities or accessibility needs, multilingual learners, students with varying reading or maturity levels, and students of varying socioeconomic backgrounds;

5. To provide materials representative of multiple viewpoints on sensitive or controversial issues;
6. To provide materials representative of the many religious, ethnic, racial, and cultural groups which contribute to our local and global societies;
7. Reflect the linguistic pluralism of the community; and
8. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

IV. Criteria for Selection of Materials. School Librarians do not necessarily endorse every idea or presentation they make available for use within a library's collection. It would conflict with the public interest for School Librarians to establish their own political, moral, or aesthetic views as a standard criterion for selecting library material. Materials shall support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.

- A. The School Librarian shall use their professional training and expertise to continually evaluate the existing collection and identify areas in need of improvement. When selecting materials, School Librarians should consult reputable, unbiased, and professionally prepared selection aides, taking into consideration the following criteria:
1. Educational significance;
 2. Appropriateness for students in each school, such as grade and age level;
 3. Needs of the school and value to the collection;
 4. Reputation and significance of author and producer;
 5. Clarity, adequacy, and scope of text.
 6. Validity, accuracy, objectivity, currency, appropriateness of text.
 7. Organization and presentation of contents.
 8. High degree of readability and/or comprehensibility;
 9. High artistic quality and/or literary style; and
 10. Value commensurate with cost.
- A. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.
- B. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

- C. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria. Gifted materials may be rejected in accordance with these criteria or additional considerations, such as available space, duplication/overlap of current resources, conflicting collection development priorities, and other related factors.

V. Classification and Organization of School Library Materials. The classification and organization of library materials (to include cataloging, labeling, shelving, and special displays) will be determined by School Librarians to best meet the needs of the school community. A consortium catalog will be used to allow for standardized cataloging processes and to facilitate resource-sharing opportunities between individual schools, such as interlibrary loan.

VI. Materials Deselection. Weeding, or the regular removal of items from a library collection, is essential to maintaining a current and appealing collection. In adherence with the South Carolina Department of Education Standards for School Library Resource Collections to keep the library collection relevant to current and anticipated needs, items will be regularly weeded from the library catalog based on many factors, including age, condition, merit, accuracy, currency, circulation rate, and space considerations.

The June 2022, revisions incorporate the SCDE Model Policy for Library/Media Center Materials Selection and Reconsideration Process. The reconsideration process and procedures for handling challenged library materials are incorporated into new administrative regulation IS-38.1, Procedures for Handling Questioned or Challenged School Library Materials.

Adopted: July 18, 2001

Revised: October, 2007; September, 2009; October, 2017; June 2022

Legal references:

- A. Federal legislation:
 - 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
 - 2. 20 U.S.C. Code, Section 1232h, as amended.
- B. S. C. Code, 1976, as amended:
 - 1. Section 59-31-10 - Library committee.
 - 2. Section 59-31-220 – Furnishing library books.
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. Beaufort County Schools Coherent Governance Manual:
 - 1. GC-1 Board Purpose.
 - 2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
 - 3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).

4. GC-6 Annual Work Plan.
5. GC-11 Diversity Statement and Goals.
6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

**PROCEDURES FOR HANDLING QUESTIONED OR
CHALLENGED SCHOOL LIBRARY MATERIALS**

**Admin. Reg. IS-38.1
June, 2022**

- I. Purpose.** This administrative regulation establishes the Superintendent's expectations regarding procedures for receiving and handling questioned or challenged school library materials in the Beaufort County School District (BCSD).
- II. Reconsideration of School Library Materials.**
- A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.
 - B. The BCSD shall be operated to promote academic freedom, the student's right to read, and the fair and reasonable competition of ideas and information. School officials may not broadly remove books from a school library based on "narrowly partisan or political" grounds that may violate students' first amendment rights to receive information and ideas.
 - C. The reconsideration process should conserve limited staff resources, discourage the monopolization of the challenge process by a few individuals, and require complainants to submit complete, substantive, and fully researched challenge requests.
- III. Rights to Challenge.** Any BCSD student or employee, any parent/legal guardian of a BCSD student, and any person residing in a BCSD attendance zone may challenge specific materials found in school libraries.
- A. The BCSD recognizes the right of a parent/legal guardian to ask that particular school library materials not be made available to their own children, by completing the, "Request to Opt-Out of School Library Materials Form," attached to this administrative regulation. This form is also available on the BCSD website and at the school site.
 - B. Complainants may request the addition of, removal of, restriction of, or expanded access to the school library materials by completing the, "Request For Reconsideration Of School Library Materials Form," attached to this administrative regulation. This form is also available on the BCSD website and at the school site.
 - C. In reviewing challenges, priority will be given to:
 - 1. Challenges filed by BCSD students (or their parents/legal guardians) who are currently and directly affected by the use of specific materials.
 - 2. Challenges filed by BCSD teachers or administrators whose students are currently and directly affected by the use of specific materials.
- III. Reconsideration Procedure.** Upon receiving a complaint, the school administrator (or their designee) should schedule an informal conference with the complainant and the school

librarian or teacher concerned. If the complaint cannot be resolved satisfactorily during this informal conference, the following options are made available:

- A. If a student (or their parent/legal guardian) objects to specific materials located in a school or classroom library, they may request alternative instructional materials using the “Request to Opt-Out of School Library Materials Form.” The school administrator or their designee shall communicate this request to the student’s teachers, school librarian, and other staff as necessary.
- B. If the complainant would like to request any change that broadly affects access to the material in question, the following procedure shall be followed:
 1. The school administrator or their designee should explain the steps of the reconsideration process to the complainant. Without making any specific commitments which would affect general access to the material in question, the school administrator/designee should assure the complainant and any involved parties that BCSD policy will be followed. The material in question will be removed from general use throughout the BCSD during the reconsideration process.
 2. Complainants wishing to file a formal materials challenge should do so by completing the, “Request For Reconsideration Of School Library Materials Form,” in its entirety, returning a copy to the district Chief Instructional Services Officer or designee. A separate form must be completed for each material being requested for reconsideration. The form attached to this administrative regulation, shall be posted prominently on the district website, and available upon request at schools.
- C. To evaluate the challenged material(s), the Superintendent or designee shall appoint a Materials Reconsideration Committee which may be composed of an odd number of the following individuals:
 1. At least one teacher with expertise in the content area and grade level;
 2. At least one school librarian;
 3. At least one school administrator;
 4. At least one parent representing a school family other than the complainant;
 5. At least one district-level director or coordinator with expertise in the content area;
and
 6. At least one member of a School Improvement Council within the district/school;
 7. Any other persons deemed necessary by the Superintendent.

- D. When possible, each member of the Materials Reconsideration Committee should represent different schools, and none should be employed at the school for which the request has been filed. At the discretion of the Superintendent, exceptions to this rule may be made for material that is widely available at most BCSD schools.

IV. Materials Reconsideration Committee.

- A. The Materials Reconsideration Committee will study the complainant's submissions on the, "Request For Reconsideration Of School Library Materials Form." read/examine the referenced materials in full, and meet as a group to share and discuss their findings. The value of any material must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the Board of Education.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material) the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question is acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

- V. **Appeals Process.** Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the Board of Education within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the Board of Education will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

This administrative regulation incorporates the former BCSD Administrative Regulation IS-38 Library/Media Center Materials Selection and Adoption.

Adopted: June, 2022

Legal references:

- A. Federal legislation:
 - 1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
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- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. South Carolina Department of Education Model Policy for Library/Media Center Materials Selection and Reconsideration Process.
- E. Beaufort County Schools Coherent Governance Manual:
 - 1. GC-1 Board Purpose.
 - 2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
 - 3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
 - 4. GC-6 Annual Work Plan.
 - 5. GC-11 Diversity Statement and Goals.
 - 6. B/SR-4 Authority of the Superintendent.
 - 7. B/SR-5.8 Superintendent Accountability.
 - 8. OE-1 Global Operational Expectation.
 - 9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
 - 10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
 - 11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
 - 12. OE-12 Instructional Program.
 - 13. OE-16 FOIA (OE-16.1, 16.2).

Request to Opt-Out of School Library Materials Form

Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE PARENT/LEGAL GUARDIAN MAKING THE REQUEST

Directions: Please complete this form and submit to the school administrator/designee. Requests will be considered incomplete until the return of this form.

Contact Information of Parent/Legal Guardian Initiating Request

Name: _____ Telephone: (____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

What, specifically, are you requesting?

You must be the parent or legal guardian of the child for which you are making this request.

☐ Do not assign/lend the specific material named above to my child.

☐ Do not allow my child to check out any materials from school libraries without my prior approval of the specific material in question.

☐ Other _____

Request For Reconsideration Of School Library Materials Form

Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29901

THIS FORM IS TO BE COMPLETED BY THE CITIZEN MAKING THE REQUEST

In order for your challenge to be processed, you must respond completely to all the following questions:

Contact Information of Citizen Initiating Request

Requested Initiated By: _____ Telephone: (____) _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Details of Material

Title of Material: _____ Author/Creator: _____

Material Type: _____ Publication Year: _____ School Location: _____

Material Located in: ☐ School Library ☐ Other _____

1. Have you discussed the material in question with the principal and school staff member(s)?

☐ Yes ☐ No ☐ Date & Location of Conference _____

2. What brought this resource to your attention? _____

3. Did you read or study the entire body of the material before initiating this request? ☐ Yes ☐ No

If you have read or viewed the material, please summarize it in the space below:

4. Are students *required* to use this material? ☐ Yes ☐ No ☐ I'm not sure

If the material was used as part of a specific activity or assignment, please summarize the purpose of that assignment as you understand it.

5. To what in the material do you object? Please cite page numbers, quotes, or specific information from the material which supports your objections. Feel free to attach additional pages, if needed.

6. What do you believe is the theme or purpose of this material?

7. How has this material been assessed by others who have read it? Please include any reviews, particularly by educators or professional literary critics, which support your objections.

8. How do you perceive students would be affected by this material?

9. In its place, what material of equal educational quality or literary merit could you recommend that would provide additional information or viewpoints on this topic?

10. For what grades would you recommend this material? ☐ PK-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ None

11. What would you like the school district to do about this material?

- ☐ Do not assign or provide this material to my child
- ☐ Have the Materials Reconsideration Committee re-evaluate the inclusion of this material in school libraries
- ☐ Other: _____

Signature of citizen

Date

From: Cushingberry, Robyn L <Robyn.Cushingberry@beaufort.k12.sc.us>
Sent: Friday, July 8, 2022 10:42 AM
To: David Cook; Cartledge, Wendy B
Cc: Robine, Cathy G; Rodriguez, Francisco
Subject: RE: inquiry on email
Attachments: (Clean) IS-38 School Library Materials Selection and Adoption.pdf; (Brand New AR) IS-38.1 Procedures for Handling Questioned or Challenged Materials 06-2022.pdf

Good Morning Mr. Cook,
Please see attached the documents that you requested.
Thank you.
Robyn Cushingberry

From: David Cook [REDACTED]
Sent: Friday, July 8, 2022 10:35 AM
To: Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>
Cc: Robine, Cathy G <Cathy.Robine@beaufort.k12.sc.us>; Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>; Cushingberry, Robyn L <Robyn.Cushingberry@beaufort.k12.sc.us>
Subject: Fwd: inquiry on email

WARNING: This email originated from outside of Beaufort County School District's email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning.
I'm forwarding this email to you.
I'm sure you can help me today.

Can you have this emailed to me this morning, or do I need to drive there to get copies of a draft document. IS38 and IS48.1 DRAFT document that's unlawfully being withheld from the public AND reviewed during the academic committee meeting June 22, when I requested this form initially.

See below.
Thank you.

----- Forwarded message -----

From: David Cook [REDACTED]
Date: Fri, Jul 8, 2022, 9:31 AM
Subject: Re: inquiry on email
To: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>

Good morning.

The SCDE told me to ask which text book will you be using for the 2022-23 academic year for K-5 Science. They said that's the district's decision.

They also told me to ask to see the the admin draft for the library material review process(IS38.1)

Can you please send me information on both items this morning?

I've requested the above material via email so as not to interrupt operations this morning, in the district office, with an in person request to see these documents.

Thank you,
David Cook



Admin Rule Updates

IS-38 & IS-38.1

Where Learning Leads the Way!



Why Update?

In December 2021, SC school districts received a model policy from the SC Department of Education in regard to School Library materials, as well as procedures for material reconsideration.

In order to meet the expectations put forth in the model policy and to reflect national library organization (AASL) recommendations, IS-38 was reviewed and updated.

It was decided to break IS-38 into two for clarity and organization purposes. IS-38.1 is new.

IS-38 (Updates)



School Library Materials Selection & Adoption

- Organization of the AR was revised to allow for clarity of sections.
- Language was condensed for ease of reading
- Language was revised to align with the SCDE Model Policy for Library/Media Center Materials Selection as well as the American Association for School Libraries.
- Addition of Deselection/Weeding processes to ensure alignment to SC Standards for School Library Resources Collections.
- Removal of *Handling Question Materials* section to create IS-38.1.

IS-38.1 (NEW)



Procedures for Handling Questioned or Challenged School Library Materials

- Alignment with SC Department of Education Model Policy
- Addition of an Opt-Out for parents/guardians
- Opt-Out form submitted to school level
- Request for district-wide reconsideration form submitted to Chief Instructional Services Officer

IS-38.1 (NEW)



Procedures for Handling Questioned or Challenged School Library Materials

- Summary of procedures for library material reconsideration:
 - Form received
 - Committee formed & material removed while being reviewed
 - Committee reads material, meets, and discusses the complaint and submits decision within 15 business days.
 - Appeal period of 7 business days given
 - Material can not be reconsidered again for 5 years

References



- [American Association of School Librarians](#)
- [South Carolina Department of Education](#)
- [South Carolina Association of School Librarians](#)
- [South Carolina Standards for Library Resources and Collections](#)
- [SC Discus](#)



Question & Answer

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Tuesday, July 5, 2022 12:16 PM
To: Cushingberry, Robyn L; Mercado, Amelia B
Cc: Rodriguez, Francisco
Subject: FW: Board Meeting
Attachments: Board Meeting - IS-38 & IS-38.1.pptx

Please find attached the BOE presentation of ISAR38 and 38.1 for the July 12 BOE meeting.

From: BeckUngvarsky, Colleen E <Colleen.BeckUngvarsky@beaufort.k12.sc.us>
Sent: Wednesday, June 29, 2022 8:41 AM
To: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Subject: RE: Board Meeting

Kept it very simple. Pointed out specific updates/changes and brief description of procedure in IS-38.1. They should have copies or the ARs right?

I will be in the office tomorrow morning – new hire training in the tech lab – if you want to touch base then.

Colleen Beck-Ungvarsky
Director of Educational Technology, BCSD
Office: 843-322-2308 | Cell: 843-441-0559
colleen.beckungvarsky@beaufort.k12.sc.us

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Tuesday, June 28, 2022 8:34 PM
To: BeckUngvarsky, Colleen E <Colleen.BeckUngvarsky@beaufort.k12.sc.us>
Subject: Re: Board Meeting

The essence of the ARs, and the. The documents that were used at Academic Committee. Less is more with this presentation, because u r a content expert, let them ask questions.

Get [Outlook for iOS](#)

From: BeckUngvarsky, Colleen E <Colleen.BeckUngvarsky@beaufort.k12.sc.us>
Sent: Tuesday, June 28, 2022 8:11:10 PM
To: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Subject: Re: Board Meeting

Yes I have asked Anne to attend. 😊

I will put something together for you tomorrow to review.

Colleen Beck-Ungvarsky, BCSD
Director of Educational Technology

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Tuesday, June 28, 2022 8:05:49 PM
To: BeckUngvasky, Colleen E <Colleen.BeckUngvasky@beaufort.k12.sc.us>
Subject: Re: Board Meeting

Yes, we'll need a presentation. Just the AR information and Ann 😊

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From: BeckUngvasky, Colleen E <Colleen.BeckUngvasky@beaufort.k12.sc.us>
Sent: Tuesday, June 28, 2022 9:25:10 AM
To: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Subject: Board Meeting

Do you need me to prep anything for the July 12 board meeting for IS-38? Or will we just walk through it like in committee?

I'm on vacation next week (returning July 11) so wanted to get a head start on anything that may be needed.

Colleen E. Beck-Ungvasky, M.Ed | Director of Educational Technology

Beaufort County School District | 2900 Mink Point Blvd. Beaufort, SC 29902

Phone: 843-322-2308 | Cell: 843-441-0559

Email: colleen.beckungvasky@beaufort.k12.sc.us

Request a Coach (select Training Request): [BCSD WebHelpDesk](#)



Meeting of the Beaufort County Board of Education
Academics Committee Meeting
June 22, 2022
Remote Conferencing Meeting
This meeting will be live streamed by the County Channel

Request for Public Comments participation will be accepted between 3:00pm and 3:30pm by sending an email with your name, phone #, and topic to robyn.cushingberry@beaufort.k12.sc.us.

You will receive a phone call during Public Comments where you will be able to speak and address the Committee for a maximum of three minutes on issues within the Committee's domain. The forum will be limited to 15 minutes.

<i>Mission: The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.</i>
Committee Members: Cathy Robine, Chair, Melvin Campbell, Richard Geier, Angela Middleton,
Agenda 4:30 pm Call to Order <ul style="list-style-type: none">• Pledge of Allegiance• Approval of Agenda• Public Comments• Approval of the May 4, 2022 Committee Meeting Minutes• Administrative Regulations<ul style="list-style-type: none">➤ IS-9 Instructional Program➤ IS-43 Grading/Assessment Systems➤ IS-49 Graduation Requirements & Diplomas➤ IS-38 School Library Materials Selection & Adoption➤ IS-38.1 Procedures for Handling Questioned or Challenged School Library Materials• Discussion of Future Topics
Adjournment The Beaufort County Board of Education and the Beaufort County School District can be accessed at: beaufortschools.net; County Channel: CABLE CAST: (See Schedule for Replay Times); (Live)Hargray, CH 9, 113; (Replay)Comcast, CH 2; Spectrum, CH 1304; bcgov.net (for online Video-On-Demand viewing) Please use County Channel's ALTERNATE STREAM if this meeting is not being broadcast through television: https://www.youtube.com/user/TheCountyChannel

This meeting is a meeting of the Beaufort County Board of Education Academic Committee. Should six (6) or more members of the Beaufort County Board of Education attend this committee meeting, by any means, this meeting is hereby noticed as a meeting of the Beaufort County Board of Education. Board members in attendance who are not appointed to this committee shall not vote on any agenda matter.

From: Mercado, Amelia B <Amelia.Mercado@beaufort.k12.sc.us>
Sent: Tuesday, June 21, 2022 12:27 PM
To: achristain@hearst.com; adavis@wsav.com; Alberto122077@live.com; anthony@hiltonheadmonthly.com; aolmos@wsav.com; beaufort@thedigitel.com; benlin2@yahoo.com; beth@scasa.org; billedwards@iheartmedia.com; brandy@praise945.com; breakingnews@wjcl.com; breakingnews@wsav.com; btolley@islandpacket.com; btyson@wtoc.com; cclark@hiltonheadisland.org; dan.hunt@blufftontoday.com; dana@whhitv.com; daniel.robinson@hearst.com; delmore@scsba.org; dj@hargray.com; dszpanka@townofbluffton.com; editor@hargray.com; editor@hiltonheadmonthly.com; editor@lcweekly.com; gazette@beaufortgazette.com; gsmith@islandpacket.com; hjackson@scetv.org; hmartin@hiltonheadisland.org; Info@HiltonHeadIsland.org; info@laislamagazine.com; jecroley@gmail.com; jertle@wtoc.com; jmoketsi123@centurylink.net; jschiferl@postandcourier.com; jsingleton@cityofhardeeville.com; kimberly.m.wiley@usmc-mccs.org; kmurdaugh@blufftontoday.com; krory@wtoc.com; Kristen.Rary@wtoc.com; kwilliams@cityofbeaufort.org; ladysislandnews@gmail.com; Bishop, Alec; lance.hanlin@wearelocallife.com; latia@whhitv.com; lawrence.conneff@blufftontoday.com; lferguson@islandpacket.com; lowcosports@gmail.com; lwilson@islandpacket.com; mark@987theriver.com; mindy.islandnews@gmail.com; news@whhitv.com; news@wtgs.com; newsrelease@wtoc.com; newsroom@islandpacket.com; pembrook2@hargray.com; rajones@islandpacket.com; sales@elinformadornewspaper.com; schoolnews@beaufortislandnews.com; shawn@digitalskassoc.com; shellie@blufftonchamberofcommerce.org; stevensb3@yahoo.com; Suzanne@lowcountryinsidetrack.com; tgruel@live5news.com; theislandnews@gmail.com; timmaywood@gmail.com; natalie@blufftonchamberofcommerce.org; Grooms, Scott; Lewis, Rob; Beaudrie, Jan; Sanchez, Sofia
Cc: BOEOnly; Cushingberry, Robyn L; Rodriguez, Francisco
Subject: Beaufort County Board of Education Meeting Notice
Attachments: Academic Committee Meeting agenda June 22 2022.pdf

The agenda for the upcoming Beaufort County Board of Education meeting is attached.

Molly Mercado
Administrative Associate
Beaufort County School District
amelia.mercado@beaufort.k12.sc.us
(843)322-0731

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Tuesday, June 7, 2022 4:21 PM
To: Robine, Cathy G; Murray, Melissa D; Middleton, Angela D; Geier, Richard P
Cc: Rodriguez, Francisco; Cartledge, Wendy B; Rowland, GillianC; BeckUngvarsky, Colleen E
Subject: Re: Library information

Note Melissa was an error on the distribution. Please keep the draft documents amongst yourselves until the update documents are presented to the Board.

Thank you,
MS

Get [Outlook for iOS](#)

From: Stratos, Mary E
Sent: Tuesday, June 7, 2022 3:07:39 PM
To: Robine, Cathy G <Cathy.Robine@beaufort.k12.sc.us>; Murray, Melissa D <Melissa.Murray@beaufort.k12.sc.us>; Middleton, Angela D <Angela.Middleton@beaufort.k12.sc.us>; Geier, Richard P <Richard.Geier@beaufort.k12.sc.us>
Cc: Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>; Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>; Rowland, Gillian C <Gillian.Rowland@beaufort.k12.sc.us>; BeckUngvarsky, Colleen E <Colleen.BeckUngvarsky@beaufort.k12.sc.us>
Subject: Library information

Good afternoon Mrs. Robine,

As per our conversation attached are the documents of the updated Administrative Regulations Library Materials Selection & Adoption (IS38), Procedures for Handling Questioned or Challenged School Library Materials (IS38.1) and the Citizens Request for Review or Withdrawal of Resources form (S38E). I am sharing in advance for presentation at the June 22, 2022 Board of Education meeting.

A team have worked on updating the Administrative Regulations to be in accordance with the State of South Carolina Law and additional forms for use by BCSD have been developed.

Thank you,
MS

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>

Sent: Tuesday, June 7, 2022 3:07:39 PM

To: Robine, Cathy G <Cathy.Robine@beaufort.k12.sc.us>; Murray, Melissa D <Melissa.Murray@beaufort.k12.sc.us>; Middleton, Angela D <Angela.Middleton@beaufort.k12.sc.us>; Geier, Richard P <Richard.Geier@beaufort.k12.sc.us>

Cc: Rodriguez, Francisco <Francisco.Rodriguez@beaufort.k12.sc.us>; Cartledge, Wendy B <Wendy.Cartledge@beaufort.k12.sc.us>; Rowland, Gillian C <Gillian.Rowland@beaufort.k12.sc.us>; BeckUngvasky, Colleen E <Colleen.BeckUngvasky@beaufort.k12.sc.us>

Subject: Library information

Good afternoon Mrs. Robine,

As per our conversation attached are the documents of the updated Administrative Regulations Library Materials Selection & Adoption (IS38), Procedures for Handling Questioned or Challenged School Library Materials (IS38.1) and the Citizens Request for Review or Withdrawal of Resources form (S38E). I am sharing in advance for presentation at the June 22, 2022 Board of Education meeting.

A team have worked on updating the Administrative Regulations to be in accordance with the State of South Carolina Law and additional forms for use by BCSD have been developed.

Thank you,

MS

PROCEDURES FOR HANDLING QUESTIONED OR CHALLENGED SCHOOL LIBRARY MATERIALS

Admin. Reg. IS-38.1
April 2022

- I. **Purpose.** This administrative regulation establishes the Superintendent's expectations regarding procedures for receiving and handling questioned or challenged school library materials in the Beaufort County School District (BCSD).
- II. **Reconsideration of School Library Materials.**
 - A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.
 - B. The BCSD shall be operated to promote academic freedom, the student's right to read, or the fair and reasonable competition of ideas and information. As established in Board of Education vs. Pico, school officials may not broadly remove books from a school library based on "narrowly partisan or political" grounds that may violate students' first amendment rights to receive information and ideas.
 - C. In compliance with the American Library Association's Library Bill of Rights, instructional materials will not be broadly excluded from school libraries because of partisan or doctrinal disapproval, or because of the race, gender, nationality, religion, sexual identity, or political views of the author/publisher.
 - D. The reconsideration process should conserve limited staff resources, discourage the monopolization of the challenge process by a few individuals, and require complainants to submit complete, substantive, and fully researched challenge requests.
- III. **Rights to Challenge.** Any BCSD student or employee, any parent/legal guardian of a BCSD student, and any person residing in a BCSD attendance zone may challenge specific materials found in school libraries.
 - A. The BCSD recognizes the right of a parent/legal guardian to ask that particular school library materials not be made available to their own children, by completing the, "Request to Opt-Out of School Library Materials Form," available on the BCSD website and at the school site.
 - B. Complainants may request the addition of, removal of, restriction of, or expanded access to the school library materials by completing the, "Request For Reconsideration Of School Library Materials Form," available on the BCSD website and at the school site.
 - C. In reviewing challenges, priority will be given to:
 1. Challenges filed by BCSD students (or their parents/legal guardians) who are currently and directly affected by the use of specific materials.

2. Challenges filed by BCSD teachers or administrators whose students are currently and directly affected by the use of specific materials.

IV. Reconsideration Procedure. Upon receiving a complaint, the school administrator (or their designee) should schedule an informal conference with the complainant and the school librarian or teacher concerned. If the complaint cannot be resolved satisfactorily during this informal conference, the following options are made available:

- A. If a student (or their parent/legal guardian) objects to specific materials located in a school or classroom library, they may request alternative instructional materials using the “Request to Opt-Out of School Library Materials Form.” The school administrator or their designee shall communicate this request to the student’s teachers, school librarian, and other staff as necessary.
- B. If the complainant would like to request any change that broadly affects student/patron access to the material in question, the following procedure shall be followed:
 1. The school administrator or their designee should explain the steps of the reconsideration process to the complainant. Without making any specific commitments which would affect general access to the material in question, the school administrator/designee should assure the complainant and any involved parties that board policy will be followed. The material in question will not be removed from general use during the reconsideration process.
 2. Complainants wishing to file a formal materials challenge should so by completing the, “Request For Reconsideration Of School Library Materials Form,” in its entirety, returning a copy to the district ____ (**Who should receive form???) A separate form must be completed for each material being requested for reconsideration. The form should be attached to this policy, posted prominently on the district website, and available upon request at schools.
- B. To evaluate the challenged material(s), the Superintendent or designee shall appoint a Materials Reconsideration Committee which may be composed of an odd number of individuals from the following:
 1. At least one teacher with expertise in the content area and grade level;
 2. At least one school librarian;
 3. At least one school administrator;
 4. At least one parent representing a school family other than the complainant;
 5. A district-level director or coordinator with expertise in the content area; and
 6. At least one member of a School Improvement Council within the district/school.?
 7. Any other persons deemed necessary by the Superintendent.

- C. When possible, each member of the Materials Reconsideration Committee should represent a different school, and none should be employed at the school for which the request has been filed. At the discretion of the Superintendent, exceptions to this rule may be made for material that is widely available at most district schools.

V. Materials Reconsideration Committee.

- A. The Materials Reconsideration Committee will study the complainant's submissions on the, "Request For Reconsideration Of School Library Materials Form," read/examine the referenced materials in full, and meet as a group to share and discuss their findings.
- B. The Materials Reconsideration Committee shall complete its review and issue a written report within fifteen (15) business days of initial receipt of the formal complaint. A copy of the report shall be sent to the complainant, the Superintendent, and the School Board.
- C. If the Materials Reconsideration Committee recommends any changes regarding access to the material in question (such as the addition/removal of the material) the Superintendent or designee will be responsible for communicating those changes to the appropriate personnel who shall ensure that such changes are made in a timely manner.
- D. If the Materials Reconsideration Committee recommends the material in question be removed, the BCSD must ensure no other copies exist in school library circulation within the BCSD for the school level(s) it has been recommended for removal.
- E. If the Materials Reconsideration Committee recommends the material in question are acceptable, the BCSD must immediately place such materials back into circulation.
- F. Appropriateness of a book or reading material cannot be challenged again until the expiration of five (5) years from the original challenge date.

VI. Appeals Process

- A. Complainants wishing to appeal the decision of the Materials Reconsideration Committee must do so, in writing, to the school board within seven (7) business days of receipt of the committee's decision. After reviewing the committee's report on the material in question, the board will make a determination regarding the material in question within fifteen (15) business days effective from the date the appeal is requested.

Adopted: April 2022

Legal references:

- A. Federal legislation:

1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
2. 20 U.S.C. Code, Section 1232h, as amended

B. S. C. Code, 1976, as amended:

1. Section 59-31-10 - Library committee.

C. Beaufort County Schools Coherent Governance Manual:

1. GC-1 Board Purpose.
2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
4. GC-6 Annual Work Plan.
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6. B/SR-4 Authority of the Superintendent.
7. B/SR-5.8 Superintendent Accountability.
8. OE-1 Global Operational Expectation.
9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
12. OE-12 Instructional Program.
13. OE-16 FOIA (OE-16.1, 16.2).

- A. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

**SCHOOL LIBRARY/MEDIA CENTER MATERIALS
SELECTION & ADOPTION**

**Admin. Reg. IS-38
April 2022**

I. Purpose. This administrative regulation establishes the Superintendent's expectations for the selection and adoption of school library materials in the Beaufort County School District (BCSD).

II. Role of the School Library Professionals.

A. Certified School Librarians at each school hold the primary responsibility for identifying, acquiring, classifying, and organizing school library materials. Since materials are selected to provide for the broad needs and interests of the school community, school librarians welcome and consider suggestions from principals, teachers, students, and other members of the school community. However, the selection of school library resources is a professional responsibility which cannot be delegated to any lay person or lay group.

B. School Librarians assume a leadership role in promoting the principles of intellectual freedom, and should develop a school library collection which creates and sustains a diverse and accessible range of materials appropriate to the developmental and maturity levels of the students served. A well-developed school library collection provides space and resources for a variety of views and ideas, and supports students as they develop the critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas within a pluralistic and increasingly media-rich society.

~~C. School Library Professionals assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services creating and sustaining an atmosphere of free inquiry.~~

~~D. School library professionals are to cooperate with other individuals in building collections of resources appropriate to the developmental and maturity levels of students.~~

~~E. The school librarian will identify, order, and organize materials that will implement, enrich, and support the educational program of the BCSD.~~

III. Objectives for School Library Services and Materials Selection. ~~Resources in school library/media center collections do the following.~~ The school library/media center program is integral to and supportive of the school curriculum. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society.

Materials provided in school libraries will build a broad collection of knowledge representing multiple viewpoints, interests, and formats. Materials will be selected with a focus on the following objectives:

~~A. Represent diverse points of view on current as well as historical issues.~~

~~B. Accommodate the needs of students for whom English is a second language~~

- C. Media centers provide space and resources for a variety of views and ideas and supports students as they develop critical information literacy skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world.
- D. To develop an accurate and up-to-date library collection which meets the instructional and curricular needs of the school and its' students.
- E. To encourage an appreciation and interest for both informational and recreational reading/viewing/listening.
- F. To equitably provide for the needs of diverse learners, including students with disabilities or accessibility needs, multilingual learners, students with varying reading or maturity levels, and students of varying socioeconomic backgrounds.
- G. To provide materials representative of multiple viewpoints on sensitive or controversial issues
- H. To provide materials representative of the many religious, ethnic, racial, and cultural groups which contribute to our local and global societies.
- I. Reflect the linguistic pluralism of the community.
- J. Provide resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval.

K. ~~Role of the School Library Media Program.~~ ~~The school library/media center program provides a wide range of resources and information satisfying the educational needs and interests of students as follows:~~

- ~~A. Materials are selected to meet the wide range of students' individual learning styles.~~
- ~~B. Media centers are places where students may explore more fully classroom subjects that interest them, expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically and creatively about the resources they have chosen to read, hear, or view.~~
- ~~C. The collection includes materials to meet the needs of all learners, including the gifted as well as the reluctant readers, the mentally, physically and emotionally impaired and those from a diversity of backgrounds.~~
- ~~D. The library media program strives to maintain a diverse collection that represents various points of view on current and historical issues, as well as a wide variety of areas of interest to all students served.~~

IV. Criteria for Selection of Materials. In keeping with the American Library Association's Freedom to Read Statement, Librarians do not necessarily endorse every idea or presentation they make available for use within a library's collection. It would conflict with the public interest for Librarians to establish their own political, moral, or aesthetic views as a standard criterion for selecting library materials.

- A. Materials should support and be consistent with the BCSD general educational goals and the educational goals and objectives of each individual school. Materials shall be appropriate for the students for whom they are selected.
- ~~B. Materials should be selected to support and enrich both the curriculum and the personal needs of our students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.~~
- C. Care will be taken to select materials meeting standards of high quality including the following: ~~The School Librarian shall use their professional training and expertise to continually evaluate the existing collection and identify areas in need of improvement. When selecting materials, School Librarians should consult reputable, unbiased, and professionally prepared selection aides, taking into consideration the following criteria:~~
1. Educational significance;
 2. Appropriateness for students in each school, such as grade and age level;
 3. Needs of the school and value to the collection;
 4. ~~Physical format;~~ Reputation and significance of author and producer;
 5. ~~including special features such as indexes, table of contents, illustrations, photographs, maps, charts, and graphs;~~ Clarity, adequacy, and scope of text.
 6. Validity, accuracy, objectivity, currency, appropriateness of text; ~~authenticity, and accuracy in factual content;~~
 7. Organization and presentation of contents.
 8. ~~Artistic quality or literary style;~~ High degree of readability and/or comprehensibility;
 9. ~~Technical production/construction that is well-crafted, durable, manageable, and attractive;~~ High artistic quality and/or literary style; and
 10. Value commensurate with cost.
- ~~D. Materials should be considered relating to their overall purpose and their direct relationship to instructional objectives and/or the curriculum.~~
- ~~E. The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.~~
- ~~F. The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.~~
- G. Resource sharing shall be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.

H. Materials will be purchased in a variety of formats with efforts made to incorporate emerging technology when they meet the criteria outlined above.

I. Gift materials will be evaluated by the criteria outlined above and will be accepted or rejected in accordance with these criteria. Gifted materials should be evaluated using the same criteria as above, and may be rejected in accordance with those criteria or additional considerations, such as available space, duplication/overlap of current resources, conflicting collection development priorities, and other related factors.

V. **Classification and Organization of School Library Materials.** The classification and organization of library materials (to include cataloging, labeling, shelving, and special displays) will be determined by School Librarians to best meet the needs of the school community. A consortium catalog will be used to allow for standardized cataloging processes and to facilitate resource-sharing opportunities between individual schools, such as interlibrary loan.

VI. **Materials Deselection.** Weeding, or the regular removal of items from a library collection, is essential to maintaining a current and appealing collection. In adherence with the South Carolina Department of Education Standards for School Library Resource Collections to keep the library collection relevant to current and anticipated needs, items will be regularly weeded from the library catalog based on many factors, including age, condition, merit, accuracy, currency, circulation rate, and space considerations.

~~VII. Procedure for Selection of Educational Resources for Library Media Centers.~~

~~*Repeated.~~

~~A. Introduction.~~

~~1. Educational resources shall be selected by the appropriate professional personnel in consultation with administration, faculty, and students. Final decision on purchase shall rest with the Board of Education and/or its designee, who has the legal responsibility for the approval of all instructional materials.~~

~~2. The Superintendent believes it to be the responsibility of the professional staff to select instructional resources, both print and non print, of the highest quality supporting the BCSD educational philosophy.~~

~~B. Selection of Educational Resources.~~

~~1. The purpose of the school is the development of responsible and well informed citizens. This purpose must be pursued with the understanding each student is an individual with differing needs and differing potential for achievement. In this belief, the BCSD maintains the following criteria for selection of educational resources supporting and augmenting the curriculum:~~

- a. ~~Provide educational resources to enrich and support the curriculum and encourage self directed learning and extend the boundaries to students' knowledge and experience, taking into consideration the varied interests, abilities and maturity levels of the students served.~~
 - b. ~~Provide educational resources to stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.~~
 - c. ~~Provide a background of information to enable students to make intelligent judgments in their daily life.~~
 - d. ~~Provide educational resources on opposing sides of controversial issues so students may develop under guidance the practice of critical reading, thinking, and evaluating resources of communication.~~
 - e. ~~Provide educational resources representative of the many religious, ethnic, and cultural groups and their contributions to American heritage.~~
 - f. ~~Place principle above personal opinion and reason above prejudice in the selection of educational resources of the highest quality in order to ensure a comprehensive collection appropriate to the users of the library media center.~~
2. ~~The use of these criteria without influence of personal opinion or prejudice results in a comprehensive collection of educational resources of the highest quality which should, under guidance, develop young citizens who, through the practice of critical thinking, can make intelligent judgment in their daily lives~~
 3. ~~The BCSD welcomes interest and comments from principals, teachers, supervisors, students, and members of the community concerning any educational resources used in the BCSD. However, the ultimate selection of any educational resource remains a professional responsibility and cannot be delegated to any lay person or lay group.~~

C. ~~Selection Sources.~~

1. ~~Library Media Center Books. All books shall be selected from recommended sources as printed in the *List of Sources Selection: Library Materials for South Carolina Elementary and Secondary Media Centers* Published by the Library Committee, South Carolina State Department of Education (most recent edition) and other standard lists.~~
2. ~~Non book Resources. Many reliable sources are available for the selection of non-book resources, but the resources so selected shall conform to and supplement the curriculum of the school. BCSD employees are to consult the *List of Sources Selection: Library Materials for South Carolina Elementary and Secondary Media Centers* (most recent edition) published by the South Carolina State Department of Education and other standard lists.~~

~~3. Gifts to the Library Media Center.~~

- ~~a. The library media specialist shall exercise caution in accepting educational resources as gifts and in accepting cash gifts which have conditions attached.~~
- ~~b. The selection of educational resources, for which cash is given, shall be made by the library media specialist.~~
- ~~c. The decision to place or remove gift educational resources in the school shall be based on the same standards as in the selection criteria.~~
- ~~D. The form "Citizen's Request for Additional Educational Resources" form should be filled out by anyone suggesting educational resources to be added to the library media center and given to the media specialist. (Insert Citizen's Request Form)~~

~~VIII. Procedures for Handling Questioned or Challenged Library Media Center Materials.~~

- ~~A. All BCSD employees are charged with the responsibility of upholding the principle of intellectual freedom rather than defending a selected educational resource.~~
- ~~B. In the event a citizen wishes to challenge educational resources, the following procedures should be followed:~~
 - ~~1. The citizen shall direct the request for review to the Principal of the school involved.~~
 - ~~2. The Principal shall assure the citizen his/her opinion shall be considered and his/her interest is welcome. The Principal and citizen shall discuss the complaint.~~
 - ~~3. If, after discussion, the citizen and Principal are unable to resolve the issue and the citizen desires to continue with the complaint, the Principal should explain the BCSD procedure for handling complaints. The citizen shall be given four (4) copies of "Citizen's Request for Review or Withdrawal of Educational Resource" form.~~
 - ~~4. The citizen shall complete the form, sending one (1) copy to the Superintendent, one (1) to the Principal, and one (1) to the teacher or library media specialist whose material is under criticism.~~
 - ~~5. The resource(s) shall be reviewed again in the light of objections raised; however, during this period, the resource(s) shall remain in use in the school. The review shall be completed at the earliest possible time after the resource(s) is/are questioned. A definite routine shall be followed to ensure the incident is given due importance and treated objectively and unemotionally.~~
 - ~~a. To reevaluate the challenged resource(s), the Principal shall appoint a review committee composed of the following persons (one member to be recorder):~~

- ~~i. The BCSD supervisor of library media services;~~
- ~~ii. The school library media specialist;~~
- ~~iii. A teacher assigned to the school;~~
- ~~iv. One (1) parent representing a school family; and~~
- ~~v. The Principal, who shall act as the chairperson.~~
- ~~b. Members of the committee shall study all resources referred to them and shall also read reviews or resource(s) in question.~~
- ~~e. The committee shall complete its review and issue a report within ten (10) business days after receipt of the complaint. A copy in writing shall be sent to the complainant and to the Superintendent.~~
- ~~6. The decision of the review committee may be appealed to the Superintendent by the complainant if he/she is not satisfied with the review committee's report.~~
 - ~~a. This appeal must be in writing.~~
 - ~~b. The Superintendent, or his/her designee, shall act as chairperson. Other members will be the review committee and the complainant(s) (not to exceed a total of seven (7) complainants)~~
 - ~~e. After hearing the request for reconsideration of resource(s) in question by the complainant and the report of the review committee, the Superintendent shall make a recommendation to the Board. A copy of this recommendation shall be sent to the complainant and to the chairperson of the review committee.~~
 - ~~d. This recommendation shall be heard at the next regular scheduled meeting of the Board, and the Board shall make a decision thereon. The Board's decision shall be final.~~

~~IX. District Library Media Advisory Committee ("DLMAC").~~ *Referenced in IS-38.1

~~A. The DLMAC's membership shall be diverse and include the following persons:~~

- ~~1. BCSD library media services supervisor or library media coordinator;~~
- ~~2. Superintendent or his/her designee;~~
- ~~3. No fewer than three (3) BCSD library media specialists, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;~~

- ~~4. No fewer than three (3) Principals or assistant principals, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;~~
 - ~~5. No fewer than three (3) teachers, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;~~
 - ~~6. No fewer than three (3) parents, consisting of one (1) elementary school representative, one (1) middle school representative, and one (1) high school representative;~~
 - ~~7. No fewer than two (2) students, consisting of one (1) middle school representative and one (1) high school representative;~~
 - ~~8. A curriculum coordinator or curriculum specialist;~~
 - ~~9. No fewer than one (1) school board member;~~
 - ~~10. No fewer than one (1) school business partner; and~~
 - ~~11. No fewer than one (1) community at large representative.~~
- ~~B. If the BCSD has a curriculum specialist on site from the State Department of Education (SDE), then that person should serve on the DMCAC. If the BCSD does not have an SDE curriculum specialist on site but employs curriculum coordinators, then a representative from the curriculum coordinators should serve on the DLMAC.~~
- ~~C. DLMAC membership shall be a two year term. Members shall be divided into classes (e.g., class of 2008, class of 2009) with 50 percent of the membership rotating off each year. Membership rotation provides continuity and facilitates the work of the committee.~~
- ~~D. The DLMAC shall elect a chairman, vice chairman, and recording secretary at the first meeting of each school year. The chairman's responsibilities include, but are not limited to:~~
- ~~1. Working with the BCSD library media services supervisor to set the agenda for each meeting;~~
 - ~~2. Presiding at each meeting;~~
 - ~~3. Assigning each member to work on various subcommittees created to accomplish the work of the DLMAC;~~

- ~~4. Serving as chair of the strategic planning subcommittee; and~~
 - ~~5. Assisting members of the DLMAC as necessary to ensure the work of the committee is accomplished.~~
- ~~E. The vice chairman's responsibilities include, but are not limited to:~~
- ~~1. Presiding at any meeting where the chairman is absent;~~
 - ~~2. Assisting the BCSD library media services supervisor in preparing library media center statistical reports (e.g., quarterly and end of year reports to Superintendent senior staff, SDE LMS Annual Survey); and~~
 - ~~3. Serving as chair of the short range planning committee for collection development.~~
- ~~F. The secretary's responsibilities include, but are not limited to:~~
- ~~1. Recording and disseminating minutes from each of the meetings;~~
 - ~~2. Tracking attendance; and~~
 - ~~3. Handling any and all correspondence from the DLMAC such as writing and distributing minutes of the meetings, submitting news articles related to school library media centers, and sending meeting reminders.~~
- ~~G. The DLMAC should meet at least twice during the school year (i.e., once each semester). The meeting dates shall be scheduled for the entire school year, and those dates should be noted on the BCSD calendar. Meeting reminders with the proposed agenda shall be sent to all members and meetings announced in the minutes from the previous meeting, the BCSD newsletter, the BCSD Web page, the BCSD library media services' newsletter, and the BCSD library media service's Web page.~~
- ~~H. As advisors to the BCSD library media services supervisor and as advocates for the BCSD library media center programs, members of the DLMAC make a commitment. Each DLMAC member shall pledge to support the BCSD library media centers' staff members and programs and to work collegially to enhance and improve all library media center programs, resources, and services for the benefit of students and teachers.~~
- ~~I. The DLMAC shall work with the BCSD library media services coordinator to:~~
- ~~1. Collect data from each school's LMC needs assessments to determine what additional resources (e.g., books, videotapes, DVDs, computer software, furnishings) are needed;~~

- ~~2. Collect data from each school's LMC student and faculty surveys to gauge customer satisfaction with the LMC programs;~~
- ~~3. Develop a five year strategic plan for the library media centers based on the results from the student and faculty surveys and the needs assessments;~~
- ~~4. Collect relevant data and use that data to prepare and submit regular reports to the BCSD administration showing the direct positive impact of the LMC programs on student achievement;~~
- ~~5. Prepare a proposed budget to meet the needs identified in the needs assessment and submit it to the Superintendent;~~
- ~~6. Develop short range plans for collection development based on the BCSD implemented curriculum, LMC collection maps, and input from teachers and students;~~
- ~~7. Identify strategies for facilitating collaboration between the classroom teachers and the LMC's professional staff to ensure integration of the LMC resources and services into each school's instruction program;~~
- ~~8. Work with BCSD and school administration, LMC professional staff, BCSD curriculum coordinators, and classroom teachers to implement identified collaborative instructional strategies;~~
- ~~9. Assist LMC professional staff in collecting relevant data for the SDE LMS Annual Survey; and~~
- ~~10. Advocate for the BCSD school library media programs.~~

~~The October 2017, revisions incorporate former BCSD Administrative Regulations IS 38 E(1), Procedure for Selection of Educational Resources for Library Media Centers, IS 38 E(3), Procedures for Handling Questioned and Challenged Materials, and IS 8 E(5), District Library Media Advisory Committee.~~

The April 2022, revisions incorporate the SCDE Model Policy for Library/Media Center Materials Selection and Reconsideration Process. The reconsideration process and procedures for handling challenged library materials are incorporated into new administrative regulation IS-38.2, Procedures for Handling Questioned or Challenged School Library Materials.

Adopted: July 18, 2001

Revised: October, 2007; September, 2009; October, 2017, **April 2022**

Legal references:

A. Federal legislation:

1. Copyright Act of 1976, Title 17 USC Section 101 *et seq.*, effective January 1, 1978.
2. 20 U.S.C. Code, Section 1232h, as amended

- B. S. C. Code, 1976, as amended:
1. Section 59-31-10 - Library committee.
- C. South Carolina Department of Education Standards for School Library Resource Collections.
- D. Beaufort County Schools Coherent Governance Manual:
1. GC-1 Board Purpose.
 2. GC-2 Governing Commitments (GC 2.1, 2.2, 2.3).
 3. GC-3 Board Job Description (GC-3.4.b.c.d., 3.17).
 4. GC-6 Annual Work Plan.
 5. GC-11 Diversity Statement and Goals.
 6. B/SR-4 Authority of the Superintendent.
 7. B/SR-5.8 Superintendent Accountability.
 8. OE-1 Global Operational Expectation.
 9. OE-3 Treatment of Stakeholders (OE-3.1, 3.3).
 10. OE-10 Communicating with the Board (OE-10.1, 10.2, 10.4, 10.6, 10.12, 10.16).
 11. OE-11 Communicating with the Public (OE-11.1, 11.2.a.b.c).
 12. OE-12 Instructional Program.
 13. OE-16 FOIA (OE-16.1, 16.2).

**CITIZENS REQUEST FOR REVIEW OR WITHDRAWAL
OF EDUCATIONAL RESOURCE(S)**

Author, Editor, Producer, etc. _____

Title _____ Format _____

Publisher or Producer _____

Request Initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

Complainant Represents:

_____ (himself)

_____ (name of organization)

_____ (identify other group)

1. To what specific part(s) of the resource do you object? _____

2. What do you feel might be the result of using this resource? _____

3. For what age group would you recommend this resource? _____

4. Is there anything good about this resource? _____

5. Did you examine the entire body of the resource? _____

What parts? _____

6. Are you aware of the judgment of the resource by literary critics or professional reviewers? _____

7. What do you believe is the theme of this resource? _____

8. What would you like our governing body to do about this resource? _____

9. In its place, what resource of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

Signature of Complainant _____

Date _____

From: Stratos, Mary E <Mary.Stratos@beaufort.k12.sc.us>
Sent: Tuesday, June 7, 2022 3:08 PM
To: Robine, Cathy G; Murray, Melissa D; Middleton, Angela D; Geier, Richard P
Cc: Rodriguez, Francisco; Cartledge, Wendy B; Rowland, GillianC; BeckUngvarsky, Colleen E
Subject: Library information
Attachments: IS-38-E (4)Citizens request for review or withdrawal ofresources.pdf; IS-38 School Library Selection and Adoption 04-22.doc; IS-38.1 Procedures for Handling Questioned or Challenged SchoolLibrary Materials 04-22.docx

Good afternoon Mrs. Robine,

As per our conversation attached are the documents of the updated Administrative Regulations Library Materials Selection & Adoption (IS38), Procedures for Handling Questioned or Challenged School Library Materials (IS38.1) and the Citizens Request for Review or Withdrawal of Resources form (S38E). I am sharing in advance for presentation at the June 22, 2022 Board of Education meeting.

A team have worked on updating the Administrative Regulations to be in accordance with the State of South Carolina Law and additional forms for use by BCSD have been developed.

Thank you,

MS