

Policy IJ Instructional Resources and Materials Selection - DRAFT

Issued 9/05, 9/24

- 1 Purpose: To establish the board's vision for the selection of instructional materials and the basic structure for parental examination of certain materials.

The superintendent may not operate the school district so as to restrict academic freedom, the student's right to read, or reasonable competition of ideas within the classroom or as represented in library or media sources. Nor may the superintendent permit instructional materials which do not reflect the multi-faceted character of American society or present life in a true and realistic manner or which do not contain the contributions of minority groups to the development of the United States. Materials may not be excluded because of race, nationality or political or religious views of the author or publisher. Teachers shall be involved in the selection process for all instructional materials.

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- 3 Instructional materials are all materials designed for use by students and their teachers as a learning resource. These materials include any collection of books or materials purchased, acquired, or kept on district property by professional staff. They may be printed or non-printed and may consist of books, audiovisual/video materials and kits.

- 4 The board is primarily responsible for the selection and retention of instructional materials and resources. The selection, retention and continued use of instructional materials will follow State Board of Education regulations and other legal requirements. All materials will be age and developmentally appropriate and support the schools' educational philosophy, goals and objectives.

- 5 For the purposes of this policy, age and developmentally appropriate means, topics, messages, materials, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional and behavioral capacity typical for the age or age group. Age and developmentally appropriate instructional materials do not include materials that contain descriptions or visual depictions of sexual conduct.

Materials Selection Criteria

- 6 When making decisions to select or retain specific Instructional Materials from among those that satisfy the criteria above, schools shall consider the following additional criteria to determine the educational suitability of the material:

- a) The material's academic or educational rigor;
- b) The material's educational significance;
- c) The material's validity, accuracy, objectivity, currency, and appropriateness; d) The finite availability of library shelf space and whether the space occupied by any particular volume could be better filled by a different volume with greater academic rigor, objectivity, or accuracy, literary or educational merit, or quality;
- 7 e) The finite availability of instructional time and whether the time occupied teaching or learning any particular material could be better spent on material with greater academic rigor, objectivity, or accuracy, literary or educational merit, or quality.

- 8 The superintendent or his/her designee will be tasked with reviewing instructional materials to ensure they are age and developmentally appropriate and educationally suitable and aligned with the purpose of the state's instructional program. Any materials

that do not satisfy the requirement will be removed.

Library / Media Center Materials

9 The selection and ordering of library books, audiovisuals, software, and other materials for the library/media centers are the responsibility of the superintendent or his/her designee to include teacher librarians in accordance with this policy.

10 The Chief Academic Office or his/her designee will evaluate the existing collection using the materials selection criteria outlined in this policy.

11 The board will handle challenges to materials as provided in policy KEC, Concerns and Complaints About Instructional Resources.

12 The superintendent may not restrict the right of a student's parent/legal guardian to inspect instructional materials at an appropriate time and place. Students may not be required to submit to a survey, analysis or evaluation that reveals information prohibited by law.

13 The superintendent shall give parents/legal guardians and students effective notice of their rights under the law.

14 All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children. Any survey project involving students and/or their records must have the prior written approval of the superintendent or his/her designee. Specific notice will be given to parents/legal guardians of students who are actually scheduled to participate in certain covered surveys/activities.

15 Except as specified below, prior written parental is not required when students participate in district-approved studies (included standardization samples) or when information is disclosed to organizations conducting studies for the purpose of developing, validating, or administering standardized tests, administering student aid programs, and/or improving instruction, as long as students and/or parents/legal guardians are not personally identified and the records are destroyed when no longer needed for the prescribed purpose.

16 No student shall be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning --

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- 17 - legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the students or the student's parents/legal guardians
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

18 Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

19 Additionally, parents/legal guardians must receive notice and an opportunity to opt a student out of participation in the following:

- any other protected information survey, regardless of funding;
- any nonemergency, invasive physical exam, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
- activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell otherwise distribute the information to others

Notice

21 The district will maintain a complete up-to-date list or catalog of all instructional materials on its website. The list or catalog will be consistently updated and readily available to parents/legal guardians upon reasonable request.

See administrative regulations for additional implementation information.

Cf. IJK, IJCAA, KE, **KEC**

Adopted 8/20/73; Revised 5/9/77, 8/25/86, 8/8/88, 1/10/94, 3/26/01, 3/10/03, 9/12/05, 9/24

Legal References:

A. United States Code of Laws, as amended:

1. Protection of Pupil Rights Amended (PPTA) of 1978, 20 U.S.C.A. Section 1232h.

B. S.C. State Board of Education Regulations:

1. R 43-70 - Textbook adoption.
2. R 43-71 - Free textbooks.
3. R 43-170 - Uniform Procedure for Selection or Reconsideration of Instructional Materials.

Charleston County School District