

Book	HCS Policy Manual
Section	Section - Instruction
Title	Uniform Procedure for Selection and Reconsideration of Instructional Materials
Code	Library/Media Center Materials Selection and Reconsideration
Status	Active
Last Revised	December 9, 2024
Prior Revised Dates	07/01/2002; 07/01/2013; 07/01/2014; 9/11/2023;

Criteria for Selection of Library/Media Center and Classroom Instructional Materials

1. Instructional materials should support and be consistent with the district's vision and core values.
2. Instructional materials should be selected to support and enrich the instructional program consistent with the current Profile of a South Carolina Graduate.
3. Instructional materials should encourage an appreciation for both informational and recreational reading, viewing, or listening.
4. Instructional materials should be age and developmentally appropriate. 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.

Instructional materials are not “age and developmentally appropriate” for any age or age group of children if they include:

Elementary School Classrooms and Libraries

- Visual or visually implied depictions of sexual acts or simulations of such acts
- Explicit written descriptions and/or diagrams of sexual acts
- Visual depictions of nudity or implied nudity

Middle and High School Classrooms and Libraries

- Visual or visually implied depictions of sexual acts or simulations of such acts
- Explicit written descriptions and/or diagrams of sexual acts
- Visual depictions of nudity, not including materials with diagrams about anatomy for science or content relating to classical works of art

5. Care will be taken to select instructional materials meeting standards of high quality including the following:

- Academic rigor
- Educational significance
- Physical format

- Presentation, including special features, such as indexes, table of contents, illustrations, photographs, maps, charts, graphs
- High degree of readability and/or comprehensibility
- Authenticity/accuracy and objectivity in factual content
- Artistic quality or literary style
- Technical production/construction that is well-crafted, durable, manageable, and attractive.

6. The literary style of instructional materials should be appropriate and effective for the subject matter.

7. The value of any work must be examined as a whole.

8. Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

Selection of Library/Media Center Materials

School-Level Library Media Advisory Committee Members

The principal shall appoint annually the committee members who are stakeholders of the school to include the following:

- Library media specialist
- Administrator
- Teacher representing core content
- Instructional coach
- (4) parents, excluding HCS employees, serving on the Parent Cabinet, Advisory Board, School Improvement Council, and/or PTO Board

Role of the School-Level Library/Media Center Advisory Committee

The role of the members of the school-level Library/Media Center Advisory Committee is to enhance and improve the school library/media program, resources, and services for the benefit of all students.

Members of the school-level Library Media Advisory Committee shall do the following:

- Select and maintain materials in the school library/media center in accordance with district policy, SDE expectations, and the school's instructional goals
- Review needs assessments results to determine what additional resources are needed in the school library
- Provide input on the utilization of the library/media center budget to meet the needs identified in the needs assessment
- Review documentation (title, author, description, cost, reading level, recommended age range, available professional reviews from different viewpoints) to support selection and purchase materials for the library/media center
- Remove and/or approve the materials proposed by the school library media specialist to be purchased
- Remove and/or approve received materials prior to the materials being added the library/media center catalog
- Provide input annually on the school library/media center plan and the SDE Library Media Services (LMS) survey

Procedures for Requesting Reconsideration of Library Media or Instructional Materials and Filing a Complaint

Beginning August 1, 2024, a parent or legal guardian of any student who attends a school within a school district and who has made a good faith effort to address their concerns regarding non-compliance with this regulation with school level or district level staff shall have the right to file a complaint requesting that specifically identified existing instructional material be discontinued for any grade level or age group and/or removed by the district board from all district schools and/or should be subject to a requirement of parental consent for some or all grade levels or age groups pursuant to the following procedures:

I. Good Faith Effort Process

1. The parent meets with the principal and shares the concern for the review of instructional materials.
2. The principal informs the Level Executive Director of the parent concern and identifies the area of potential non-compliance (age appropriateness, alignment with instructional program, descriptions or visual depictions of sexual conduct).
3. The principal, under the guidance of the Level Executive Director, reviews the concern with the appropriate stakeholders (may include but are not limited to teachers, library media specialist, library media services coordinator, content specialist, etc.) and decides to grant the parent's request at the school level **or** send the reconsideration forward to the District Instructional Materials Review Committee.
4. The District Instructional Materials Review Committee will meet to review the parent's concern and the identified instructional material. The level executive director will respond to the parent within 30 days of the request and provide a written recommendation to include the next phase of consideration if the parent's concern has not been resolved.

District Instructional Materials Review Committee: The composition of the committee shall include the following categories:

- (1) Level Executive Director
- (1) District library media services coordinator
- (1) District director for professional development and standards
- (2) Horry County Education Board members
- (1) School library media specialists within the District
- (1) Teacher within the District
- (1) Principal within the District
- (4) Members of Advisory Boards, Parent Cabinets and/or Members of School Improvement(SIC)

II. District School Board Complaint Process

If the parent is not satisfied with the Good Faith Effort response from the school level principal and/or the District Instructional Materials Review committee recommendations the following process may be followed:

1. The parent completes the South Carolina Instructional Materials Uniform Parent Complaint Form ([Attachment](#)) and submits the form to the Chief Academic Officer.
2. The Chief Academic Officer will request a Curriculum Committee meeting (containing at least three Horry County Board of Education members) within 45 days of the receipt of the complaint.
3. The principal of the school who addressed the parent concern will submit information regarding the review of the concern through the good faith effort process to the Chief Academic Officer.
4. The parent is invited to attend the Curriculum Committee meeting. The complainant and any other interested parties will have the opportunity to speak and present material. Public comment procedures will be followed.

5. The Curriculum Committee provides a report and recommendation for the Horry County Board of Education (Board) at the next Board meeting.
6. At the next Board meeting, the Board votes and renders a decision. If the Board finds that existing instructional materials identified in a complaint do not satisfy the requirements of this regulation, the Board shall remove entirely or discontinue use of said materials for any grade level or age group for which such use is inappropriate or unsuitable, or, shall make such materials available to students only upon receipt of the consent of a student's parent or legal guardian.
7. The Board shall announce its decision in that meeting and shall provide an explanation for its conclusion and decision—either orally at the public meeting (if such meetings are recorded or transcribed) or in writing made publicly available within 15 days thereafter—specifically including an explanation of how the Board applied and complied with the decisional criteria and requirements of this regulation.
8. Any Complainant who is aggrieved by a decision of the Board under this process may file a written appeal to the State Board of Education (State Board) within 30 days after the Board announces its decision in a public meeting. Contact the State Board for more information related to filing an appeal. Email: info@ed.sc.gov Phone: 803-734-8500.

S.C. Board of Education Regulation 43-170 - Uniform Procedure for Selection or Reconsideration of Instructional Materials.

Legal

S.C. Code § 59-31-10 – Library committee.