INSTRUCTIONAL RESOURCES AND MATERIALS

Code **IJ** *Adopted:* **2/7/1985** *Latest Revision* **3/21/2024** *Latest Review:* **3/21/2024**

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 include books, audiovisual/video media materials, and kits.

The professional staff will have primary responsibility for the selection of instructional materials and resources. They will seek the involvement of parents/legal guardians and other community members in selecting instructional materials. 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.

For purposed 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.

The board will handle challenges to materials as provided in policy KEC, *Public Concerns and Complaints about Instructional Resources.* Challenges to instructional materials based on sincerely held religious beliefs will be handles in accordance with policy IMBC, *Religious-Based Exemptions.*

Parental Inspection of Certain Materials

Parents/legal guardians of district students have the right to inspect all instructional materials including teacher's manuals, films, tapes, software, or other supplementary materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program. The district will make the materials available for inspection at appropriate locations during regular office hours.

The district will not require any student to submit to a survey, analysis, or evaluation that reveals information prohibited by law as cited in the references below.

At the beginning of each school year, the district will give parents/legal guardians and students a general notice of their rights under the law. The district will alert parents/legal guardians to any policy changes regarding these matters.

Surveys/Activities involving students

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.

Except as specified below, prior written parental consent is not required when students participate in district-approved studies (including 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 their parents/legal guardians are not personally identified and the records are destroyed when no longer needed for the prescribed purpose.

Written parental consent must be secured before students are required to participate in any survey, analysis, or evaluation that reveals information concerning the following that is funded in whole or in part by a program of the U. S. Department of Education:

- political affiliations or beliefs of the student or student's parents/legal guardians
- mental and psychological problems of the student or student's family
- sexual behavior or attitudes
- illegal, anti-social, self-incriminating, or demeaning behavior
- critical appraisals of other individuals with whom respondents have close family relationships
- legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers
- religious practices, affiliations, or beliefs of the student or the student's parents/legal guardians
- income, (other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program)

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 for 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 or otherwise distribute the information to others

Parents/Legal guardians may inspect, upon request and before administration or use, the following:

- protected information surveys of students
- instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- instructional material used as part of the educational curriculum

Notice

The district will maintain a complete and up-to-date list or catalog of all instructional materials in Destiny Classroom Library Manager (DCLM). This list or catalog will be consistently updated and readily available to parents/legal guardians upon request.

Adopted 2/7/85; Revised 9/15/94, 3/16/06, 4/6/23, 3/21/24

Legal References:

A. United States Code of Laws, as amended:
1. Protection of Pupil Rights Amendment (PPRA) 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