



## NEUSE CHARTER SCHOOL

### Policy Title

Parental Inspection of and Objection to Instructional Materials

### Policy Statement

Neuse Charter School (NCS) values parental/guardian feedback on the instructional process.

### Reason for Policy

Parents/guardians may have concerns about instructional materials used in the classroom. Thus, this policy allows parents/guardians of current Neuse Charter School students to review instructional materials.

### Entities Affected by this Policy

Administration, Teachers, Students, Parents

### Websites, Links, related documents, forms, and tools associated with this policy

[North Carolina Standard Course of Study](#)

### Definition of Instructional Materials

Instructional Materials refers to all resources used in instructional programming, whether print, non-print, digital, or a combination of mediums. They include curricular resources, media center materials, digital resources, classroom libraries, and teacher-selected resources for individual classes. Assessments, tests, exams, and the like are not considered Instructional Materials.

### Procedures

#### A. Parental Right to Inspection

Parents/Guardians have rights under federal and state law to inspect all instructional materials used in connection with the student's educational programming as well as any materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded program. Parents/guardians may also review all other instructional materials utilized in their child's classrooms or otherwise available to their child at school, following the procedures in this policy.

Online materials or information on current events used in individual classes may not be available for advance review.

A parent's/ guardian's right to inspect instructional materials does not include the right to receive copies of the materials to review.

**B. Procedure for Inspection of Instructional Materials**

1. At the beginning of the school year, the Academy Director shall remind teachers and instructional staff members of their obligation to allow parental inspection of instructional materials upon request. The Academy Director shall also encourage teachers to share instructional materials during conferences, meetings, and open houses.
2. Parents/Guardians should directly request to review instructional materials to the teacher or other instructional staff member responsible for the material.
3. Teachers and other instructional staff shall honor the parent/guardian's request to review instructional materials as quickly as is reasonably possible.
4. Reviews must be scheduled at a time and location that will minimize disruptions to the instructional day.

**C. Procedure for objection to materials**

1. When a parent or guardian has an objection to specific instructional material, they should first contact the teacher or other instructional staff member responsible for the material and request a meeting to discuss the objection. The employee responsible for the material shall schedule a meeting with the parent or guardian promptly upon receipt of the request.
2. At the meeting, the employee shall respond courteously to the parent/guardian's objection and explain how to use the material to address the concerns but shall make no commitments regarding removing the material. At the end of the meeting, if necessary, the teacher or other instructional staff shall explain the process for filing a formal objection and give the parent/ guardian a copy of this policy.
3. Employees must promptly report to the Academy Director all discussions with parents or guardians concerning objections to instructional materials.
4. If the parent/guardian still has objections to the instructional material after discussion with the employee, the parent should submit a written objection to the Academy Director. The objection must include:
  - a. the date;

- b. the parent/guardian name;
- c. the parent/guardian contact information;
- d. the specific material challenged (including, as applicable, title, author, publisher, date of edition, and the course in which the material is being used);
- e. a description of the nature of the objection in sufficient detail to identify what portion is objected to and why;
- f. the parent/ guardian suggested a resolution to the issue;

#### D. Review of Parental Objection to materials

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

1. Upon receipt of a complete, written objection, the Academy Director or designee shall forward a copy to the Superintendent or designee.
2. If the Academy Director is to review the objection, it must be performed within ten days of the Academy Director's receipt of the objection. If necessary, the Academy Director shall notify the parent/guardian.
3. The challenged material will remain in general use until a decision is made regarding the objection.
4. In reviewing the objection, the Academy Director shall read the objection carefully and examine the material being challenged. As necessary, the Academy Director may also:
  - a. survey available reviews of the material in professional reviewing sources;
  - b. hear from the teacher or instructional staff using the material;
  - c. invite the parent/guardian to the meeting;
  - d. consult the Superintendent and/or board attorney.
5. Based on all information gathered, the Academy Director shall:
  - a. weigh the merits of the material against its weaknesses based on the material as a whole and not on specific passages/portions out of context;
  - b. Determine the extent to which the material supports the curriculum;
  - c. Determine whether the material is appropriate for the age and maturity of the students and for the subject matter being taught; and
  - d. After consultation with the Superintendent and/or board attorney, determine (1) whether the use of the material violates a constitutional or legal right of the parent/guardian or student and (2) if applicable, whether removal of the material would violate the First Amendment rights of other students.
6. The Academy Director shall then decide what should be done with the material.
  - a. If the Academy Director, in consultation with the Superintendent and/or board attorney, determines that the material violates a constitutional or other legal right of the student or parent, the Academy Director shall decide to either remove

the material from instructional use in the classroom or accommodate the particular student and parent. Before any material is removed, the Academy Director must ensure that the curriculum is aligned with the current state instructional standards and articulated from grade to grade.

- b. If an objection is not based upon constitutional or legal rights, the Academy Director may decide to accommodate such objection after considering the effect on the curriculum, any burden on the school, teacher, or other students that the accommodation would create, and any other relevant factors.
  - c. No material may be removed from the school media center simply because the Academy Director dislikes the ideas contained in it or seeks to prescribe what will be approved or accepted in politics, nationalism, religion, or other matters of opinion by removing the material.
7. The Academy Director shall prepare a written report that includes any determinations and decisions regarding what should be done with the material.
  8. The Academy Director shall forward a copy of the report to the Superintendent or designee and send a copy to the parent by registered mail.
  9. The Academy Director shall implement the decision.
  10. The decision of the Academy Director may be appealed to the Superintendent and thereafter to the board.

Financial Impact

N/A

Contact

Teacher or other Instructional Staff, Academy Director