

## INSTRUCTIONAL MATERIALS

1. The Superintendent or designee shall periodically review instructional materials and the procedures for selection and procurement. Any recommended changes shall be presented to the School Board.
2. The procedures for selection and evaluation of instructional materials shall offer an approach which ensures that appropriate instructional materials are selected, and provide an opportunity for the professional staff and community to participate and be informed on the selection and use of instructional materials.
3. The procedures will include
  - local criteria for selection of instructional materials;
  - evaluation of materials in relation to instructional goals and objectives;
  - an evaluation committee which should include, when appropriate, parents, students, teachers, supervisors, and nonparent patrons;
  - opportunity for the examination of materials by appropriate committees and individuals;
  - notice to parents that materials under consideration for approval will be available at designated locations for review by any interested citizens. Provision should be made for those reviewing such materials to present their comments and observations, if any, to the school board;
  - procedures for the reconsideration of challenged materials;
  - special emphasis on the thorough evaluation of materials related to controversial or sensitive topics such as Family Life Education;
  - **sharing the definitions of instructional materials, nudity, and sexually explicit content with staff prior to the start of each school year so they may be able to identify instructional materials and supplementary materials that may include sexually explicit content that may be used during the upcoming school year**
  - **notifying families;**
    - i. **at the beginning of the year, or at least 30 days before topics arise, parent notifications, through student handbooks, syllabi, Canvas Learning Management System, and / or stand alone letters will occur that (a) specifically identify the instructional materials with sexually explicit content, (b) inform parents of their right to review such instructional materials, and (c) inform parents of their right to have their child use, upon request, in a non-punitive manner, alternative instructional materials that do not include sexually explicit content;**
  - **allowing parents the opportunity to change their decision with respect to the use of alternative instructional materials by providing written notice; and**
  - **providing parents with lists of materials with sexually explicit content on the CCS division website**
  - **informing parents that when students are required to select texts for independent reading, the student's teacher will give parents advance notice.**

**It is the parent's responsibility to review their child's chosen resources and discuss their options.**

- **informing parents that when students are required to conduct independent research whereby they select their own topic and resources, the student's teacher will inform parents of the assignments in advance. Students may utilize non-division managed resources. The division does not monitor or maintain non-division resources. It is the parent's responsibility to review their child's chosen resources and discuss their options.**

Issued: August 17, 2009

Revised: August 1, 2019

Legal Refs.: 20 U.S.C. § 1232h.

**Code of Virginia, 1950, as amended, §§ 2.2-2827, 18.2-390, 22.1-1, 22.1-16.8.**

8 VAC 20-720-160.

Cross Ref.: IGAH Family Life Education  
**IGBC Parent and Family Engagement**  
IIAA Textbook Selection, Adoption, and Purchase  
IIAB Supplementary Materials Selection and Adoption  
**IIBD School Libraries/Media Centers**  
**IIBEA/GAB Acceptable Computer System Use**  
INB Teaching About Controversial Issues  
**JOB Administration of Surveys and Questionnaires**  
KLB Public Complaints About Learning Resources