

ADMINISTRATIVE PROCEDURES

Descriptor Term: PARENTAL INSPECTION AND OBJECTION TO INSTRUCTIONAL MATERIALS	Descriptor Code: 3210-P	Date Issued: August 8, 2013
---	--------------------------------	------------------------------------

Inspection Process: The Superintendent or his/her designee will review these procedures annually and will notify the Board of needed changes.

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualification of persons selecting the materials. If a complaint is made regarding instructional materials, these procedures should be followed.

- A. Provide the complainant a copy of the selection procedures. Be courteous, but make no commitments.
- B. Invite the complainant to file his/her objection in writing and offer to provide a copy of the CITIZEN'S REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIAL form for submitting a formal complaint to the Media and Technology Advisory Committee.
- C. Temporarily withdraw the material pending a decision of the Media and Technology Advisory Committee unless the material in question is in use by a class at the time the complaint is filed. In this case, an alternate assignment shall be made available to the complainant, while the remainder of the class will be allowed to continue study of the material, pending a decision of the Committee.
- D. Inform the Superintendent of the complaint.
- E. The Media and Technology Advisory Committee will:
 - re-examine the challenged material;
 - check appraisals of the materials in professional reviewing sources;
 - determine the extent to which the material supports the curriculum;
 - weigh values and faults against each other to form opinions based on the material as a whole and not on passages isolated from context;
 - discuss the material and prepare a written recommendation to the principal; and
 - inform the Superintendent and media supervisor of the decision.
- F. Material rejected by the Committee will be removed from the school collection, upon approval of the Superintendent.
- G. Final decisions of the Superintendent shall be delivered to the complainant and affected staff members in writing.

Use of Irregular Media

Occasionally there may be a justifiable instructional need to use media or materials not in a media or school collection mainly because of recent publication. Internet content filtered by ACS is included in the school collection. To use a television broadcast, video cassette, book, or other instructional material not in a school collection, a teacher must submit a REQUEST FOR USE OF IRREGULAR MEDIA form to the principal for approval prior to instructional use.

**ASHEVILLE CITY SCHOOLS
CITIZEN'S REQUEST FOR RECONSIDERATION
OF EDUCATIONAL MATERIAL**

Title _____

Specify type of media by item: book, film, video, recording, etc. _____

Author/artist/producer, etc. _____

Publisher/producer (if known) _____

Request initiated by _____ Telephone _____

Address _____ Zip Code _____

Complainant represents: Himself
 Name of Organization
 If not an organization, identify group

1. To what do you object? (Please be specific: cite pages, frame, etc.) _____

2. What do you feel might be the result of reading/viewing/listening to this material? _____

3. For what age group would you recommend this item? _____

4. Is there anything good about this material? _____

5. Did you read/view/listen to the entire item?
What parts? _____

6. Are you aware of the evaluation of the item by authoritative sources? _____

7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this item?
_____ Do not assign it to any child as required reading.
_____ Withdraw it from all students as well as from my child.
_____ Refer it to the Media Advisory Committee for reevaluation.

9. Would you care to recommend other school library material on the same subject and format? _____

Signature of Complainant Date _____

RETURN THE COMPLETED FORM TO THE SCHOOL PRINCIPAL

**ASHEVILLE CITY SCHOOLS
REQUEST FOR USE OF IRREGULAR MEDIA**

The Board of Education expects its Materials Selection Policy 3210 to provide adequately for most instructional needs.

Occasionally, there may be a justifiable need to use media not in a school library or central collection mainly because of recent publication. Such irregular media may include, but not be limited to: television broadcasts, video cassettes, compact disks, and print source.

Caution in the use of irregular media is urged to insure compliance with copyright laws. These regulations are available from the media specialists. Under no circumstances will irregular media not in strict compliance with existing regulations be approved for use.

Requests should be made to the principal **at least three days prior to anticipated use.**

Teacher _____ Date of Request _____

I request to use the following in my class:

Title:

Date(s):

Media Format (e.g. videocassette, CD-Rom, etc.):

Instructional Objective:

☐ Principal's approval granted

☐ Principal's approval denied

Teacher's Signature

Date

Principal's Signature

Date