

# **Instructional Materials Challenge Procedure**

Coastal High School supports the freedom to learn and values the rights of parents, students, and staff to express concerns regarding instructional materials used in the classroom or available through the school library. The school also recognizes the professional responsibility of educators to select instructional resources that align with state standards, district curriculum, and educational goals.

## **Informal Resolution**

Parents or guardians with concerns about instructional materials are encouraged to first discuss the concern with the classroom teacher. Many questions can be resolved through conversation and an explanation of the educational purpose of the material.

If the concern is not resolved, the parent may request a meeting with the principal.

## **Formal Challenge**

If the concern remains unresolved after meeting with the principal, the parent or legal guardian of a currently enrolled Coastal High School student may submit a written request.

The request must:

- Identify the specific instructional material being challenged.
- Identify the portion(s) of the material of concern.
- Explain the specific objection(s).
- State whether the entire work or only specific sections have been reviewed.
- Be signed and dated by the parent or legal guardian.

Anonymous or unsigned requests will not be considered.

## **Review Committee**

Upon receipt of the completed request, the principal will convene a review committee that may include:

- An administrator
- A certified classroom teacher
- An instructional or curriculum representative

- Other staff members with relevant expertise, as appropriate

The committee will review the material in its entirety rather than isolated excerpts.

## Review Criteria

The committee will consider:

- Educational value and instructional purpose.
- Alignment with South Carolina academic standards and district curriculum.
- Age and developmental appropriateness.
- Professional reviews and recommendations.
- Literary, artistic, scientific, or historical significance.
- Whether the material is being used in its proper instructional context.

Individual passages or excerpts will not be evaluated outside the context of the entire work.

## Decision

The committee will make a written recommendation to the principal. After reviewing the committee's findings, the principal will issue a written decision to the parent within **30 school days**, unless additional time is required due to school breaks or extenuating circumstances.

Possible outcomes include:

- Retain the material without restriction.
- Retain the material with limited use or alternative instructional options when appropriate.
- Remove the material from classroom instruction or library circulation.

## Appeal Process

If the parent disagrees with the principal's decision, they may submit a written appeal to the Board within **10 business days** of receiving the decision.

The Board will review the appeal and may convene an additional review if necessary. The Board's decision is final.

## Availability During Review

Instructional materials under review will remain available for classroom instruction during the reconsideration process unless otherwise required by law.

## **Limitations**

Each challenged instructional material may be formally reviewed only once during a school year unless substantial new information becomes available.

Nothing in this procedure limits a parent's right to request an alternative assignment for their own child when appropriate and approved by the principal and classroom teacher