

## **H275 - Access to Instructional Materials, Surveys, Analyses and Evaluations**

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG [9130A](#) and [Form 9130 F3](#).

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the principal, in writing, and shall include:
  - 1. author;
  - 2. title;
  - 3. publisher;
  - 4. the complainant's familiarity with the material objected to;
  - 5. sections objected to, by page and item;
  - 6. reasons for objection.
- B. Upon receipt of the information, the principal may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:
  - 1. one (1) or more professional staff members including the media specialist;
  - 2. one (1) or more Board members;
  - 3. one (1) or more laypersons knowledgeable in the area.
- C. The Superintendent shall be an ex officio member of the committee.

- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

### **Surveys, Analyses, Evaluations**

The School Board respects the privacy rights of parents and their children. No student shall be required, without the prior written consent of the student, if an adult, or his/her parents, to participate in any survey, analysis, or evaluation not directly related to academic instruction in which the primary purpose is to reveal information concerning:

- A. the student's or parents' political affiliation(s);
- B. mental or psychological problems potentially embarrassing to the student or his/her family;

- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close, family relationships;
- F. legally-recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;
- G. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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