



# ADMINISTRATIVE PROCEDURE

## CHALLENGE OR CONTEST BY PARENTS OF THE APPROPRIATENESS OF INSTRUCTIONAL MATERIALS FOR AN INDIVIDUAL STUDENT

6180.3  
Procedure No.

July 1, 2019  
Date

- I. **PURPOSE:** To provide procedures to permit a parent or guardian to challenge or otherwise contest the appropriateness of certain specific instructional materials as a part of the required curriculum for the education of a parent’s individual child.
- II. **POLICY:** The Board of Education recognizes the right of a parent(s) to challenge or contest the appropriateness of specific educational materials which are directed to the education of a parent’s individual child. The Board also recognizes the right of students to free access to the many types of materials in the Prince George’s County Public Schools System or the rights of teachers or administrators to select books and other educational materials in accordance with current trends in education. (Board Policy 6180.3, Challenged or Contested Instructional Materials).
- III. **BACKGROUND:** The instructional materials and books used in the Prince George’s County Public Schools (PGCPS) are evaluated and selected by teams of teachers, administrators, lay people, and central staff. The intent is to provide the best appropriate material based on the education objectives. When a parent or guardian wishes to challenge the use of these materials as they apply to his or her own child, these procedures offer an orderly and proper way to have the material reviewed and a decision rendered.
- IV. **DEFINITIONS:** The following definitions apply to the content of these administrative procedures:
  - A. Instructional Material(s): Materials shall include all print or electronic of material used for instruction in Prince George’s County Public Schools.
  - B. Parent or Guardian: The natural or adopted parent(s) of a pupil; the legal guardian of a pupil; the court appointed guardian.
- V. **PROCEDURES:** When a parent or guardian wishes to challenge or contest a specific book or other item of instructional material as inappropriate for his/her child, the following general procedures must be followed:
  - A. First, the parent should reach out to teacher to determine if the teacher will agree to an alternate assignment without further review. If the teacher and parent agree on a resolution, the matter is considered to be resolved.
  - B. If the parent’s concern is not resolved by the teacher, the parent may request the form “Request for Alternate Instructional Materials for an Individual Student” (Attachment 1) within two (2) school days of the request.
  - C. The parent should complete this form and return it to the Principal within two (2) school days after receipt.



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- D. Upon receipt of the completed Request for Alternate Instructional Materials for an Individual Student, the Principal will do one of the following:
1. Resolve the concern and ensure that the individual student be exempted from using the contested instructional materials, or participating in a group viewing, or discussion of the contested material. The individual student will be assigned alternate instructional materials.
  2. If there is no resolution between the school and the parent then the Principal will send a copy of the completed Request for Alternative Instructional Materials for an Individual Student Form to the Director of Curriculum and Instruction who will assign it to the appropriate Content Supervisor.
  3. The Content Supervisor will review the assignment and provide feedback to the school for them to use as guidance. The Content Supervisor will respond within three business days.
  4. Upon receipt of the Content Supervisor's guidance, the Principal shall review the guidance, confer with the Instructional Director if necessary, and provide a final response to the parent.
- VI. **MONITORING AND COMPLIANCE:** Schools will maintain copies of the forms for each request and resolution in a secure file located in the main office. The folder should be titled "Challenge or Contest by Parents". There should be a folder for each school year for a minimum of five years.
- VII. **RELATED PROCEDURES:** Administrative Procedure 6161, Textbooks and Administrative Procedure 6180.2, Evaluation of Library Media Material.
- VIII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Division of Academics and will be regularly reviewed and updated by the Supervisor of the Office of Library Services.
- IX. **CANCELLATIONS AND SUPERSEDES:** This procedure cancels and supersedes Administrative Procedure 6180.3, dated January 20, 1997.
- X. **EFFECTIVE DATE:** July 1, 2019.

Attachment:  
Request for Alternate Instructional Materials for an Individual Student