Instructional Material Review Request and Opt Out Form

PART A: REQUEST
Parents and guardians should complete Part A and return this form to the building administrator to initiate a review of instructional materials. Requests to review content initiated through this form are valid for one student, for the current school year. A separate form shall be submitted for each instructional material and each child annually.

<table>
<thead>
<tr>
<th>Date:</th>
<th>School year: 20___ - ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s last name:</td>
<td>Student’s first name:</td>
</tr>
<tr>
<td>School:</td>
<td>Grade:</td>
</tr>
<tr>
<td>Parent/guardian email:</td>
<td>Parent/guardian phone number:</td>
</tr>
</tbody>
</table>

Identify the instructional material you would like to review:

<table>
<thead>
<tr>
<th>Course/Grade Level</th>
<th>Instructional Material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian Name ________________________________________________________________
(printed)

Parent/Guardian Signature __________________________________________________________

Date: __________________________________________________________________________

SCHOOL USE ONLY:

Date Part A received ______________________________________________________________

Date instructional material was provided to parent/guardian: _________________________

Administrator’s signature: _________________________________________________________
PART B: IDENTIFICATION OF SEC
Complete Part B if you identify content in the instructional material you have thoroughly reviewed that you believe meets one or more of the elements of sexually explicit content as defined by the Board of Education. Return this form to the building administrator.

<table>
<thead>
<tr>
<th>Definition: Sexually explicit content is</th>
<th>Location of feature in instructional material</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ any description of or any picture, photograph, drawing, motion picture film, digital image, or similar visual representation depicting sexual bestiality</td>
<td></td>
</tr>
<tr>
<td>☐ lewd exhibition of nudity, as nudity is defined in Section 18.2-390</td>
<td></td>
</tr>
</tbody>
</table>
  "Nudity" means a state of undress so as to expose the human male or female genitals, pubic area or buttocks with less than a full opaque covering, or the showing of the female breast with less than a fully opaque covering of any portion thereof below the top of the nipple, or the depiction of covered or uncovered male genitals in a discernibly turgid state. |
| ☐ sexual excitement, as defined in Section 18.2-390 |
  "Sexual excitement" means the condition of human male or female genitals when in a state of sexual stimulation or arousal. |
| ☐ sexual conduct, as defined in Section 18.2-390 |
  "Sexual conduct" means actual or explicitly simulated acts of masturbation, homosexuality, sexual intercourse, or physical contact in an act of apparent sexual stimulation or gratification with a person's clothed or unclothed genitals, pubic area, buttocks or, if such be female, breast. |
| ☐ sadomasochistic abuse, as defined in Section 18.2-390 |
  "Sadomasochistic abuse" means actual or explicitly simulated flagellation or torture by or upon a person who is nude or clad in undergarments, a mask or bizarre costume, or the condition of being fettered, bound or otherwise physically restrained on the part of one so clothed. |
| ☐ coprophilia |
| ☐ urophilia |
| ☐ fetishism |

Parent/Guardian Name ______________________________________________________ (printed)

Parent/Guardian Signature ________________________________________________

Date: __________________________________________________________________

SCHOOL USE ONLY:

Date Part B received ______________________________________________________

Administrator’s signature _________________________________________________

The administrator should provide their level Director of Curriculum & Instruction with a copy of Part A & B within 5 business days of receiving Part B.
PART C: OPT OUT

Following my review of ________________________________ (Instructional material title), I've determined that it contains sexually explicit content as identified on the checklist above. As a result, I am requesting alternative teacher-selected instructional materials for my child with VA Code 22.1-16.8 and in accordance with Williamsburg-James City County Public Schools Policy IIA. The parent/guardian should return Part C to the building administrator.

Parent/Guardian Name ____________________________________________________________
(printed)

Parent/Guardian Signature _______________________________________________________

Date: __________________________________________________________________________

SCHOOL USE ONLY:

Date Part C received _____________________________________________________________

Administrator’s signature _______________________________________________________

The administrator should notify the teacher in writing of the parent/guardian’s opt out decision within 24 business hours.
PART D: RECISSION
The parent or guardian may rescind the decision to have the child use an alternative teacher-selected instructional material by completing Part D and returning the form to the building administrator.

Upon further consideration, I rescind my decision for my child to receive alternative instructional materials in place of ____________________________ (instructional material title). I understand that, as a result of my rescission, my student will use instructional materials that contain sexually explicit material.

Parent/Guardian Name__________________________________________________________
(printed)

Parent/Guardian Signature _____________________________________________________

Date: _______________________________________________________

SCHOOL USE ONLY:

Date Part C received _________________________________________________________

Administrator’s signature _____________________________________________________

The administrator should notify the teacher in writing of the parent/guardian’s opt out decision within 24 business hours.