



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROGRAMS
TITLE:	REVIEW OF INSTRUCTIONAL MATERIALS BY PARENT(S)/GUARDIAN(S) AND STUDENTS
ADOPTED:	11/18/15
REVISED:	

<p>Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h</p> <p>20 U.S.C. Sec. 1232h</p> <p>Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h Pol. 102, 105, 127</p>	<p style="text-align: center;">105.1 – <u>REVIEW OF INSTRUCTIONAL MATERIALS BY PARENT(S)/GUARDIAN(S) AND STUDENTS</u></p> <p>Section 1. <u>Authority</u></p> <p>The Board adopts this policy to ensure that parent(s)/guardian(s) and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p> <p>Section 2. <u>Definition</u></p> <p>Instructional Material - means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.</p> <p>Section 3. <u>Guidelines</u></p> <ol style="list-style-type: none"> a. Under federal law, the rights provided to parent(s)/guardian(s) to inspect any instructional materials used as part of the student’s educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parent(s)/guardian(s) retain their rights to access information about the curriculum and to review instructional materials. b. It is the responsibility of the designated school administrators to provide suitable instructional materials, including library materials, for the education program. c. Complaints and or objectives by citizens concerning instructional materials will be treated objectively. <ol style="list-style-type: none"> 1. Level One: Initial Request for Review
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	<p>Contingent upon the outcome of a discussion between the classroom teacher or librarian and the person(s) requesting review, the building principal will be apprised of the request for review.</p> <p>2. Level Two: Reconsideration of Challenged Material</p> <p>A Reconsideration Request Form supplied by the School District will need to be completed by the person/persons objecting to the material if resolution has not been found following the discussion with the classroom teacher, building librarian, or building principal. All such referrals will be reviewed through formal procedures as established by the Superintendent and a written response will be made to the complainant of the findings and of any such action taken.</p> <ul style="list-style-type: none"> • The complainant will identify the material in question to the librarian or classroom teacher responsible for the circulation of the item in question. • The building principal will provide the complainant with a Reconsideration Request Form and initiate the formal process if the citizen’s concerns are not satisfied through the results of an informal discussion. • The appropriate Assistant Superintendent will be informed. • The complainant needs to complete the Reconsideration Request Form and forward it to the appropriate Assistant Superintendent. • Upon receipt of the completed Reconsideration Request Form, the Assistant Superintendent will form a committee of six persons: <ul style="list-style-type: none"> ○ The Chairperson of the Marcia Martin Diversity Committee will serve as the Chairperson of this committee; ○ An Assistant Superintendent; ○ The building principal from which the material has been challenged; ○ The Library Department Chairperson (In the event the challenged material is from the Library Department Chairperson’s library, a librarian of his/her designation will also be a committee member); ○ A department chairperson representative of a curricular area (e.g. Social Studies); and ○ A member of the learning community identified by the building
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principal.

- The Assistant Superintendent will send the Reconsideration of Request Form to the Reviewing Committee who will review the questioned material and complete the Report of Instructional Material Complaint.
- The Review Committee and Chairperson will provide a final report to be reviewed by the Superintendent.
- If the decision is appealed by the complainant or any party of the Reconsideration Committee within a thirty-day time period, the Board of Education will review the complaint.
- The Board of Education will make the final decision.
- A statute of limitations of three years will be placed on the material before it can be challenged again.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 403.1

No Child Left Behind Act – 2011 S.C. Sec. 123h

Board Policy – 102, 105, 127, 235

Replaces Policies:

6137

6137.1