

# 4220 - Review of Instructional Media

*Instructional Material Washington County School District - Adopted 4-9-91; Revised 12-11-18;  
Revised 11-11-19*

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## 1. Purpose:

The Washington County School Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. Occasional objections to the instructional materials may be made despite the quality of the selection process.

## 2. Policy:

**2.1.** Any stakeholder in the School District may request review of instructional materials used in the District's educational programs. (Reference, also, Policy 4215, Review of Instructional Materials.) Procedure for the appeals process for state mandated Human Sexuality curriculum can be found on the school district website under "[Health Curriculum](#)."

## 3. Procedure:

### 3.1. Definitions

3.1.1. All definitions as defined in WCSD Policy 4210, Instructional Media.

3.1.2. "District Review Committee"

3.1.2.1. The committee shall be made up of exactly nine (9) individuals composed of the following members:

- An Assistant Superintendent or Executive Director; who shall serve as chair of the committee, selected by the Superintendent.
- A Director or Coordinator over Media Center Libraries, selected by the chair.
- A Director or Coordinator over Literacy, selected by the chair.
- The District Media Center Library PLC Leader.
- The School staff member responsible for the materials from which the review originated.
- The following individuals shall be selected from different cone sites:
  - Three (3) parents who have a child currently enrolled in the school district and are selected by the county PTA Board.
  - One (1) Principal or Assistant

3.1.2.2. The District Review Committee will meet every other month in the event that a review has been requested.

3.1.2.3. The District Review Committee term shall be one year.

3.1.2.4. The District Review Committee may not contain the individual, or a member of the individual's household, who has filed the request for reconsideration.

### 3.1.3. "School Review Committee"

3.1.3.1. The committee shall be made up of exactly seven (7) individuals composed of the following members:

- The School Principal or his/her designee, who shall serve as chair
- The School staff member responsible for the materials
- The School staff member responsible for the Media Center Library
- Three (3) parents who have a child currently enrolled in the School and are selected by the PTA or PTO. If the school currently does not have a PTA or PTO, the parents should be selected by the community council.
- One (1) or Two (2) certified faculty members to complete the committee selected by the chair.

3.1.2.2. The School Review Committee will meet every other month in the event that a review has been requested.

3.1.2.3. The School Review Committee term shall be one year.

3.1.2.4. The School Review Committee may not contain the individual, or a member of the individual's household, who has filed the request for reconsideration.

3.1.4. "Stakeholder" Parents or guardians of current students, School Board members, employees and current students.

### 3.1.5. "Vested interest"

- Parents and guardians only have vested interest only in the schools in which their students are currently attending.
- Students have vested interest only in the schools in which they are currently attending.
- Washington County School District employees have vested interest only over the schools to which they have professional responsibilities.

## 3.2. Review Procedure

3.2.1. The school official or staff member receiving an objection or request for review of instructional materials shall refer the stakeholder making the request to the staff member responsible for the materials who may attempt to explain the intended educational use of the material in question; ~~materials, however, unless materials are challenged for review as defined as harmful to minors, materials shall remain in circulation/use pending action of the District school level Review Committee; (Form 941)¶~~

3.2.2. If the stakeholder objecting to the material is not satisfied with the initial explanation, he/she shall be referred to the school principal. If, after an informal meeting, the stakeholder wishes to file a "Request For Review of Instructional Materials," he/she shall ~~review and provide~~ ~~be given a copy of Form 941 "Request" form to be completed and returned to the school principal and this policy.:~~

3.2.1. Stakeholders with continued objections to material shall:

3.2.1.1. Only have authority to make objections to material contained within schools in which they have vested interest.

3.2.1.2. Read or review the material as a whole before filing a Request For Review of Instructional Material using Form 941.

3.2.1.3. Consider the standards for material selection in District Policy 4210 with regard to all students within the school before filing a Request For Review of Instructional Material using Form 941.

3.2.1.4. File a Request for Review of Instructional Material (Form 941) with the School Principal.

3.2.1.5. Complete this process for each specific material.

3.2.3. Upon receipt of the completed Request For Review of Instructional Material (Form 941), ~~the principal shall provide a copy of the completed form request for review form to the staff member using the material. If the principal determines that the material in question qualifies as harmful to minors, the material shall be temporarily removed from circulation/use pending action of the review committee, otherwise the material will remain in circulation/use. After reviewing the request, the staff member may attempt a resolution (within a five day period). If either the stakeholder or staff member is not satisfied with the informal attempted resolution, he/she may request that the district review principal convene a review committee conviene to resolve the matter at the districtschool level.¶~~

3.2.4. The principal shall ~~direct the staff member using the material in question to complete the teacher form and shall convene a committee to~~ immediately contact the appropriate District Director or Coordinator ~~(within five school days)~~ to determine if the material in question is used in any other school. ~~to review the request.~~

3.2.4.1. Media staff shall contact the District Director or Coordinator over Media.

3.2.4.2. All other staff shall contact the appropriate curriculum District Director or Coordinator.

3.2.5. The District Director or Coordinator shall have 10 school days to determine if the material in question is used in any other school and report back to the school principal.

3.2.6. If the District Director or Coordinator finds evidence that the material is used in any other school, the School Principal shall send the completed Request for Review of Instructional Material (Form 941) to the District chair of the District Review Committee.

3.2.7. If the District Director or Coordinator is unable to find evidence that the material is being used in any other school, the School Principal shall convene the School Review Committee to resolve the matter at the school level. All previous information relevant to the case shall be available to this committee. The committee shall decide on the appropriateness of the material by considering the policy requirements and definitions contained in District Policy 4210, Instructional Media.

~~3.5. The committee shall be made up of at least five members including the following:¶¶~~

~~3.5.1. The school principal or his/her designee, who shall serve as chair for the committee. ¶¶~~

~~3.5.2. The media coordinator for the school.¶¶~~

~~3.5.3. One parent recommended by the school level PTA or PTO. In the absence of either a PTA or a PTO a parent shall be recommended by the School Community Council.¶¶~~

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~~3.5.4. One faculty member from the department, or grade level, where the materials are used (If the material is recreational reading, a language arts teacher shall be selected).¶¶~~

~~3.5.5. One other faculty member from the school.¶¶~~

~~3.5.6. A student from the grade level where the materials are used, when deemed appropriate.¶¶~~

~~3.5.7. The committee will be organized per request it will not be an on going committee.¶¶~~

~~3.6. The committee shall review the materials in question as follows:¶¶~~

~~3.6.1. Read, view, listen to and/or examine the material in its entirety. ¶¶~~

~~3.6.2. Read reviews and consult recommended lists.¶¶~~

~~3.6.3. Determine the extent to which the materials meet the selection criteria.¶¶~~

~~3.7. At the school level meeting, interested persons, including the stakeholder and the teacher(s) using the materials and others with an interest as determined by the committee shall have the opportunity to speak. The committee may request that individuals with special knowledge be present to present information to the committee. The committee shall decide on the appropriateness of the material by considering the following criteria:¶¶~~

~~3.7.1. The material has identifiable literary value.¶¶~~

~~3.7.2. The material has positive social and moral value.¶¶~~

~~3.7.3. The material will help students develop a better understanding of themselves and others.¶¶~~

~~3.7.4. The selection has identifiable aesthetic value.¶¶~~

~~3.7.5. The material is appropriate for the purpose for which it is to be taught/used.¶¶~~

~~3.7.6. The subject matter, reading level, and the maturity level of the material is appropriate for the student using the material.¶¶~~

~~The committee shall complete its action within fifteen school days, and the chairperson of the committee shall prepare a written report listing the reasons for the decision.¶¶~~

### 3.2.8. School Review Committee

3.2.8.1. Each member of the School Review Committee shall read or review the material under review as a whole prior to making a decision.

3.2.8.2. The School Review Committee's decision shall be made by a simple majority.

3.2.8.3. The School Review Committee shall only review up to five different materials for every two meetings, thereby allowing committee members to make sound judgment and be considerate of committee members' time.

3.2.8.4. The stakeholder, school staff faculty member responsible, and all teachers, parents and staff members who have served on the committee shall receive written notice of the decision, within an appropriate length of time.

3.2.8.5. If the stakeholder does not find the action taken by the School Review Committee as satisfactory they may appeal by asking the School Review Committee chair to forward the Request for Review of Instructional Materials to the District Review Committee.

~~3.2.4.9. The school board or superintendent may also request that the district review committee convene to resolve a matter brought directly to his/her attention. If the decision is not satisfactory to all parties, the principal, upon receiving a written request, shall forward the appropriate information to the District administrator for Elementary Education or Secondary Education.¶¶~~

3.2.910. Upon receipt of the formal written Request for Review of Instructional Materials (Form 941), the District administrator shall convene the district review committee to review the request for resolution at the District level. All previous information relevant to the case shall be available to this committee. The committee shall decide on the appropriateness of the material by considering the policy requirements and definitions contained in District Policy 4210, Instructional Media. ~~The "Standards for Material Selection" criteria listed for the school committee shall also be applied by this committee. (See 3.7 above.)~~

~~3.11. The committee shall be made up of at least five members including the following:~~

~~3.11.1. An Assistant Superintendent or Executive Director responsible The school administrator or his/her designee, who shall serve as chair for the committee.~~

~~3.11.2. A media coordinator from the District.~~

~~3.11.3. One parent recommended by the county PTA Board.~~

~~3.11.4. One District faculty member from a department in which the materials are used.~~

~~3.11.5. One other faculty member from a school in the District.~~

~~3.11.6. A student from the grade level where the materials are used, when deemed appropriate.~~

~~3.11.7. No member of this committee shall have served on the school level committee for this case.~~

~~3.11.8 The committee will be organized per request — it will not be an on-going committee.~~

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3.2.10. District Review Committee

3.2.10.1. Each member of the District Review Committee shall read or review the material under review as a whole prior to making a decision.

3.2.10.2. The District Review Committee's decision shall be made by a simple majority.

3.2.10.3. The District Review Committee shall only review up to five different materials for every two meetings, thereby allowing committee members to make sound judgment and be considerate of committee members' time.

3.2.10.4~~2~~. The stakeholder, school principal, staff member responsible for the materials, and all teachers, parents and staff members who have served on the committee shall receive written notice of the decision within an appropriate length of time.

3.2.10.5~~13~~. If the stakeholder does not find the action taken by the District Review Committee as satisfactory they may appeal by asking the District Review Committee chair to forward the Request for Review of Instructional Materials to the District Superintendent of Schools for a final decision.~~If a satisfactory agreement can not be reached after consideration by the District committee, the District administrator shall forward the Request for Review of Instructional Materialsthe information to the District Superintendent of Schools for a final decision.~~

3.2.11.1. Potential actions of the School / District Review Committee or District Superintendent of Schools

3.2.11.1. Retain the instructional material

3.2.11.2. Remove the instructional material

3.2.11.3. Require parental or guardian permission before the instructional material is checked out to a student

3.2.12. A specific material may not be subject to a second district level review for at least 3 years.

3.2.13. An individual parent, guardian or student stakeholder is limited to 3 requests for review of instructional materials per school calendar year.