

## **560 - Review of Educational Materials Procedure**

December 13, 2018

### 1. Purpose:

George Washington Academy 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.

Any stakeholder of GWA may request review of instructional materials used in the school's educational programs.

### 2. Procedure:

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, shall remain in circulation/use pending action of the school level committee. (Form 560F1)

2.2. If the stakeholder objecting to the material is not satisfied with the initial explanation, he/she shall be referred to the Executive Director. If, after an informal meeting, the stakeholder wishes to file a "Request For Review of Educational Materials," he/she shall be given a "Request" form to be completed and returned to the Executive Director.

2.3. The Executive Director shall provide a copy of the completed request for review form to the staff member using the material. After reviewing the request, the staff member may attempt a resolution (within a reasonable amount of time). If either the stakeholder or staff member is not satisfied with the informal attempted resolution, he/she may request that the Executive Director convene a review committee to resolve the matter at the school level.

2.4. The Executive Director shall direct the staff member using the material in question to complete the teacher form and shall convene a committee (within a reasonable amount of time) to review the request.

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

2.5.1. The Executive Director or his/her designee, who shall serve as chair for the committee

2.5.2. The media coordinator for the school

2.5.3. One parent recommended by the school level PTO

2.5.4. 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)

2.5.5. One other faculty member from the school

2.6. The committee shall review the materials in question as follows:

2.6.1. Read, view, listen to and/or examine the material in its entirety.

2.6.2. Read reviews and consult recommended lists.

2.6.3. Determine the extent to which the materials meet the selection criteria.

2.7. At the 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:

2.7.1. The material has identifiable literary value.

2.7.2. The material has positive social and moral value.

2.7.3. The material will help students develop a better understanding of themselves and others.

2.7.4. The selection has identifiable aesthetic value.

2.7.5. The material is appropriate for the purpose for which it is to be taught/used.

2.7.6. 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 a reasonable amount of time, and the chairperson of the committee shall prepare a written report listing the reasons for the decision.

2.8. The stakeholder, 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.

2.9. If a satisfactory agreement cannot be reached after consideration by the committee, the Executive Director will make a final decision.

See Form 560F1 Request for Review of Educational Materials.