



School District Governance Association of New Hampshire

Model Policy approved Feb. 5, 2022

Publication of Academic Program Materials

Policy Code(s): KBAB

Policy Text	Annotations
<p>It is the policy of this school district to make all current academic program materials continuously available to the general public for inspection in the most convenient manner possible, principally utilizing the district web site.</p>	<p>The general intent is to ensure that all academic program materials are available to the public. This is not limited to parents, and not limited to the terms of NH Right to Know law.</p> <p>This pertains to any elements of the academic program, not limited to specific courses.</p> <p>Convenience to the general public means minimizing or eliminating the need to request information from school district staff or the need to access school district facilities during operating hours.</p> <p>To accomplish this intent, the policy will need to be tailored to the facilities and capabilities of the school district and its town.</p>
<p>For purposes of this policy, “academic program materials” includes:</p>	
<p>textbooks, printed and/or online</p>	
<p>daily lesson plans, classroom presentation slides and videos</p>	
<p>assigned readings</p>	
<p>sample tests where available</p>	
<p>curriculum documentation including teacher guides, learning standards and learning goals</p>	<p>This covers program-level documents beyond the core textbooks</p>
<p>teacher training materials, including training on educational methods and strategies which may not be associated with specific course work, and which may be embedded in consulting engagements</p>	<p>This should be taken to include anything which could be presented to teachers, even if not specifically associated with a particular course</p>
<p>Supporting materials for Social/Emotional Learning, Diversity Equity and Inclusion, or any other “soft skill” programs which may be incorporated as either integrated with other subject material or as stand-alone</p>	
<p>software-based interactive courses and teaching aids</p>	
<p>any of the materials above as proposed to the School Board for future use</p>	<p>The public should have the ability to review the same program materials provided to the school district as part of a proposal before a purchase decision is made, so that there can be meaningful public input to the school board.</p>

<p>Materials introduced into the school district through a purchasing/acquisition process are to be made available to the public when proposed to the School Board, and, if subsequently approved by the School Board for use in the academic program, are to be available at least 30 days in advance of use in the classroom.</p>	
<p>Materials prepared by an individual teacher for classroom use shall be available to the public before use upon request if available, and best efforts shall be made to make such materials available in support of the school district obligations under RSA 186:11 IX-c and 20 USC 1232 h, (c),(1),(C). It is the policy of this school district that the general public shall have the same access to academic program materials as provided for parents and guardians. The Superintendent shall define procedures in support of this policy.</p>	
<p>Materials not available in electronic form shall be made available through other means, which may include the local public library. This may include physical textbooks, assigned readings, reference publications, recordings, dvds, etc. The district web site shall identify any such offline materials and provide instructions to the public for obtaining access.</p>	<p>School libraries are generally not accessible to the public outside school hours, and perhaps not during school hours. Use of local resources such as local libraries is preferable.</p>
<p>The Superintendent shall ensure that all procurement documentation, including requests for proposal. purchase contracts, and professional services contracts, protect the public access and use of materials as described in this policy.</p>	<p>There have been news reports of vendors limiting access to materials by the use of Non-Disclosure Agreements (NDAs). The Superintendent needs to be directed by the board to ensure that the RFP and Contract documentation protects reasonable public access to the materials.</p>

References

<p>20 USC 1232 h, (c),(1),(C) Protection of Pupil Rights</p>	<p>(a) Inspection of instructional materials by parents or guardians All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.</p>
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RSA 186:11 IX-c Duties of State Board of Education requiring School Districts to establish policy enabling parent-directed opt-out from objectionable course material

Require School Districts to Adopt a Policy Allowing an Exception to Specific Course Material Based on a Parent's or Legal Guardian's Determination that the Material is Objectionable. Such policy shall include a provision requiring the parent or legal guardian to notify the school principal or designee in writing of the specific material to which they object and a provision requiring an alternative agreed upon by the school district and the parent, at the parent's expense, sufficient to enable the child to meet state requirements for education in the particular subject area. The policy shall also require the school district or classroom teacher to provide parents and legal guardians not less than 2 weeks advance notice of curriculum course material used for instruction of human sexuality or human sexual education. The policy shall address the method of delivering notification to a parent or legal guardian. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the material shall not be public information and shall be excluded from access under RSA 91-A.