

Materials Review Board Approval Process

The School District of Philadelphia's School Health Advisory Council (SHAC) is a group composed of parents of school district students, employees of the school district and individuals from health, social service and community-based organizations. The SHAC advises the school district on various health topics in order to promote a coordinated school health program. Tasks of the School Health Advisory Council may include review of proposed school health guidelines for management of chronic disease and making recommendations on student health education.

A subsection of the SHAC is the Materials Review Board. The Materials Review Board (MRB) is required to review and approve **ALL** sexual health related materials **PRIOR** to use with district students. Such materials can be reviewed online or in-person. The online review process, from submission to decision notification, is 21- 30 days. Submitters will be notified of the outcome of the review as well any required next steps. SHAC members reserve the right to request any materials be reviewed at a monthly SHAC meeting. Submitters also have the option to present their materials at a SHAC meeting, the length of this process is dependent on the date of the next scheduled meeting.

The MRB process is as follows:

Step 1. Community and/or District representatives will submit, via email (**PASH@philasd.org**) or in-person delivery (**Central Office, Suite 374- Student Health Services**), ALL Sexual Health related materials (curriculum, pictures, posters, models, diagrams, videos, etc.) to the Promoting Adolescent Student Health Program (PASH) for review, **PRIOR** to use with any district students. The following must be included in your submission:

- A brief description of the organization/program
- All documents for review as a Word document, PDF, or JPEG/PNG.
- Any supplemental information for considerations, such as links, videos, descriptions and implementation plan must be included in the submission email.
- Name, Title and Phone Number of contact person

Step 2. The PASH program will enter the submitted materials into the Materials Review Board (MRB) queue. After materials are entered in the queue, a PASH team member will notify the submitter of the tentative review date.

Step 3. Submitted materials will be reviewed online and/or a SHAC meeting by SHAC members. SHAC meetings occur monthly.

- Up to 6 submitted documents will be considered for online review each month
- If the materials are from a book, each chapter being used must be provided electronically or a physical copy presented at a SHAC Meeting
- Any curricula that is submitted, will be considered for the online review process on a case by case basis. Some curricula may require an in-person presentation by the submitter
- If presenting the materials in-person at a SHAC meeting, the presentation documents (i.e. PowerPoint or agenda) must be submitted to PASH 1 week prior to the scheduled SHAC meeting.

Step 4. Submitters will be notified of the outcome of the review. Submitted materials will be rated as: Approved, Conditionally Approved (Pending required updates and/or revisions or Additional office review (CIA, ORE, Specialized Services))* , or Denied.

* Please note that **ALL workshop and program curricula materials** will require further review and approval by the Office of Curriculum, Instruction, and Assessment. Should these curricula include a research component, the Office of Research and Evaluation will need to review and approve those materials separately. Additionally, any curricula with a special population as the targeted audience may require additional approval by the associated office.

School Health Advisory Committee Members

Dr. Natalie Mathurin, Medical Director, Deputy Chief, SDP: Office of Student Health Services

Brittany Broaddus-Smith, Program Manager – PASH, SDP: Office of Student Health Services

Meghan Rich, Adolescent Services Manager, Access Matters

Dr. Caroline Johnson, Acting Deputy Health Commissioner, Philadelphia Department of Health

Mario Cruz, MD, Medical Director, Philadelphia Fight

Erin Cassar, Senior Research Associate, SDP: Office of Research & Evaluation

Danielle Raucheisen, Assistant Director, SDP: Office of Nutrition and SNAP ED

Nancy Nayowith, Director of Health Safety and PE, SDP: Office of Curriculum, Instruction and Assessment

Nikki Bagby, Parent Volunteer, SDP

Joseph Brown, Pastor and Community Activist

Irene Kratz, Nursing Director, SDP: Student Health Services

Dr. Kristine Schmitz, Medical Director, Center for Collaborate Primary Care

Taylor Harrigan, Assistant Program Coordinator – PASH, SDP: Office of Student Health Services

Erin Brosious, Project Manager, SDP: Office of Student Support Services

Tyler Wims, Director Student Leadership, SDP: Office Student Rights and Responsibilities

Kendra Brooks, Parent Volunteer, SDP