

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 105.1

Section PROGRAMS

Title REVIEW OF INSTRUCTIONAL  
MATERIALS BY PARENTS/  
GUARDIANS AND STUDENTS

Adopted JANUARY 16, 1995

Revised DECEMBER 15, 2015;  
FEBRUARY 16, 1998

POLICY NO. 105.1 REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS		
Section 1	<p><b><u>Purpose</u></b></p> <p>This Board adopts this policy to ensure that parents/guardians 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>	Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h
Section 2	<p><b><u>Definition</u></b></p> <p><b>Instructional material</b> means instructional content that is provided to a student, regardless of its format, including printed or representational materials, and materials in electronic or digital formats (such as materials accessible through the Internet). Also included are assignment tasks and rubrics, course calendars, lesson plans, homework calendars, and course readings. For purposes of this policy, the term does not include academic tests or academic assessments.</p>	20 U.S.C. Sec. 1232h
Section 3	<p><b><u>Guidelines</u></b></p> <p>Upon request by a parent/guardian or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p>	20 U.S.C. Sec. 1232h Pol. 102, 105, 127

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This information is included in course syllabi which will be made available to parents/guardians and students at the beginning of each school year.

The following conditions shall apply to any request:

1. To assist the District in providing the correct records to meet the needs of the requesting party, the request, which may be verbal, electronic or written, must convey the type of question to be answered and the general material being sought for review. If applicable, the relevant time frame for materials sought should be provided.
2. The written request must be sent to the Assistant to the Superintendent for Student Achievement.
3. The District will respond to the parent/guardian or student within two (2) school days by designating the time and location for the review.
4. The District may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove original or copy written materials provided for review. Photocopies of the material can be made available at the parents'/guardians' expense if material is not copy written. Taking of notes by parents/guardians and students is permitted.

Under federal law, the rights provided to parents/guardians 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, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

Title 22 Sec. 4.4  
20 U.S.C. Sec.  
1232h

	<p style="text-align: center;"><b>POLICY NO. 105.1</b>  <b>REVIEW OF INSTRUCTIONAL MATERIALS BY</b>  <b>PARENTS/GUARDIANS AND STUDENTS</b></p> <p><b>Section 4     <u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall notify parents/guardians and students of this policy and its availability. This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 1232h</p> <p>Board Policy – 102, 105, 127, 235</p>	<p>20 U.S.C. Sec. 1232h</p>
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