

# Sylvan Heights Science Charter School

**Policy Number:** 105.1

**Policy Title:** Curriculum Review by Parents and Students

**Approved:** March 22, 2021

**Revised:**

## **Authority**

The Board of Trustees (the Board) of the Sylvan Heights Science Charter School (the School) approves this policy to make sure that all parents, guardians, and students have the chance to examine School instructional materials as well as have access to information relating to the curriculum, including academic standards to be achieved and assessment techniques.

## **Definitions**

Instructional material – means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

## **Guidelines**

Upon request by a parent/guardian or student, the School will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

The following conditions shall apply to any request:

1. No more than one (1) request per semester, per enrolled child, will be granted for any request made by a parent/guardian or student.
2. To assist the School in providing the correct records to meet the needs of the requesting party, the request must be in writing setting forth the specific material being sought for review.
3. Written requests to review curriculum, instructional materials, state assessments, assessment techniques, and resources used in the School shall be submitted to the Principal/Chief Academic Officer (CAO) or designee.

4. The School will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
5. The School 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.
6. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. Parents/guardians and students are permitted to take notes when reviewing the contents of a file.

### **Delegation of Responsibility**

The Principal/CAO 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 and their rights.

### **References:**

20 U.S.C. 1232h

22 PA Code 4.4

22 PA Code 403.1

Pol. 102

Pol. 105