

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
3/18/10	New	105.2

Title: Curriculum Review by Parents or Guardians of Students

Purpose: The School Board adopts this policy to ensure that parents or guardians 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.

Policy: The rights granted by this policy are granted to parents or guardians for school purposes of students enrolled in this School District where the students are under the age of 18 and to the students themselves when the student is age 18 or older.

Upon signed, written request by a parent or guardian or age-eligible student, the School District will make available for review 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 request per semester may be made by any parent or guardian or student for each enrolled child.
2. To assist the School District 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. E-mail requests will not be honored.
3. The written request will be sent to the classroom teacher and building principal.
4. The School District will respond to the parent or guardian or age-eligible student by designating the time and location for the review.

5. The School 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.
6. No parent or guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents or guardians and students is permitted.
7. No material that is used or will be used for the purpose of assessing student progress will be provided for review.

The Chief Executive Officer or Superintendent or designee shall annually notify parents or guardians and students in regard to the contents of this policy and their rights.

Materials that qualify under the definition of public records under the law may be accessed under the School District's *Public Records*, Policy No. 801.1.

**Responsible
Administrator:** Assistant Superintendent, Curriculum & Instruction