

Book	Policy Manual
Section	100 Programs
Title	Review of Instructional Materials by Parents/Guardians and Students
Number	105.1
Status	First Reading
Legal	1. 22 PA Code 4.4 2. 20 U.S.C. 1232h 3. Pol. 102 4. Pol. 105 5. Pol. 127 22 PA Code 403.1 Pol. 235
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Authority

The Joint Operating Committee 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 and career & technical standards to be achieved, instructional materials** and assessment techniques.[\[1\]](#)[\[2\]](#)

Definition

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.[\[2\]](#)

Guidelines

Upon request by a parent/**guardian** or student, the school will make available existing information about the curriculum, including **academic and career & technical standards and competencies to be achieved**, instructional materials and assessment techniques.[\[2\]](#)
[\[3\]](#)[\[4\]](#)[\[5\]](#)

The following conditions **shall** apply to any request:

1. 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.

2. The written request will be sent to the Director or designee.
3. The school will respond to the parent/**guardian** or student within ten (10) school days by designating the time and location for the review.
4. 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.
5. **No** parent/**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/**guardians** and students is permitted.
6. No more than one **(1)** request per semester may be made by any parent/**guardian** or **student for** each enrolled child.

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.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Director 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.[\[2\]](#)

Last Modified by Terri Birchard on April 11, 2018