



**YOUNG SCHOLARS
CHARTER SCHOOL**

Review of Curriculum and Instructional Materials

Purpose

The Board of Trustees adopts this Policy to ensure that parents/guardians have information about and an opportunity to review the School's curriculum, including academic standards to be achieved and instructional materials, in accordance with applicable law and regulations.

Definition

Instructional materials means instructional content that is provided to a student, regardless of format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats. For purposes of this Policy, the term does not include academic tests or academic assignments.

Guidelines

Upon written request by a parent/guardian, the School will make available 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 academic subject may be made by a parent/guardian, per enrolled child, unless otherwise required by law.
2. The request must be in writing, setting forth the specific material being sought for review, to assist the School in providing the correct records to meet the needs of the requesting party.
3. The written request shall be sent to the CEO or designee.
4. The School will respond to the parent/guardian within ten (10) school days designating the time and location for the review.
5. The School may take necessary action to protect its materials from loss, damage or alteration 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 shall be permitted to remove any material provided for review or to photocopy the contents of such file. The taking of notes by parents/guardians is permitted.