

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### PARENT/LEGAL GUARDIAN REVIEW OF MATERIALS

Parents or legal guardians may review all teaching materials, instructional materials, and other teaching aids (to include handouts) used in the classroom of the parent's/legal guardian's child, and may review each test administered to the parent's/legal guardian's child after the test is administered. These materials should be available upon request, during reasonable hours, and should be viewed with the teacher or administrator present. All requests to view teaching materials, instructional materials, and other teaching aids shall be in writing and with the understanding that a reasonable amount of time is needed to collect the requested information. The reasonable hours for review of instructional materials will be decided by applicable teacher or building administrator. Only textbooks and instructional materials used by the student may be removed from the school and the same shall be returned to the school at the beginning of the next instructional day.

In addition, parents and legal guardians shall have the opportunity to review all surveys, analyses, or evaluations prior to being administered to their child(ren). Before any survey is distributed for student participation, it will be reviewed by the CMCSS Research Committee and parents and legal guardians must provide their written, informed, and voluntarily signed consent. If a student is eighteen years of age or older, the student may consent to any survey, analysis, or evaluation. If the survey, analysis, or evaluation is related to classroom instruction of a curriculum and is distributed to students as a method of evaluating the effectiveness of that curriculum, written consent is not required for students to participate.

Implementing Procedures: None

Associated Documents: [INS-A061](#) Curriculum Policy  
[INS-F118](#) Parent/Legal Guardian Request to Review Materials Form  
[INS-P014](#) Request to Conduct Research Procedure

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/2/15		Initial Release
6/23/16		Reviewed, no changes. Added hyperlink to INS-A061.
2/4/19		Reviewed for grammar, punctuation, and clarity.
7/24/23	A	Updates incorporated in Paragraph 2 to reflect the new law requiring parent or guardian consent before a student is allowed to complete a survey.

\*\*\* End of Policy \*\*\*