

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 INSTRUCTIONAL 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 or legal guardian's child, and may review each test administered to the parent or legal guardian's child after the test is administered. In addition, parents or legal guardians may be allowed to review surveys, analyses or evaluations before being administered to the parent or legal guardian's child. 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.

Implementing Procedures: None

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

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/2/15	IR	
6/23/16		Reviewed, no changes. Added hyperlink to INS-A061.

*** End of Policy ***