

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 105.1
SECTION: 100
Programs
TITLE: 105.1 Review of
Curriculum, Academic
Standards, and
Instructional Materials By
Parents/Guardians and
Students
ADOPTED: January 19,
2017
REVISED:

105.1 REVIEW OF CURRICULUM, ACADEMIC STANDARDS, AND INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS

Purpose

The Board of Education (“Board”) is responsible for providing parents/guardians and students the opportunity to review instructional materials. The purpose of this policy is to provide guidelines on how parents/guardians and students may review curriculum, academic standards, and instructional materials.

Definitions

For purposes of this policy, terms are defined as follows:

Instructional materials 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.[1]

Authority

The School Reform Commission Board 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 standards to be achieved, instructional materials, and assessment techniques.[1][2][3]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of Curriculum, Instruction, and Assessment, to 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.[1]

Mandatory Regulatory Procedures:

Upon **written** request by a parent/guardian or student, the school will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.[1][3][4]

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 must be sent to the building principal;
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;- **and**
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.

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]

Legal References:

1. [20 U.S.C. § 1232h](#)
2. [22 Pa. Code § 4.4](#)
3. Policy 127 - [Assessments](#)
4. Policy105 - [Curriculum Development](#)

Administrative Procedures: