



# STONE VALLEY COMMUNITY CHARTER SCHOOL

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## POLICY OF THE BOARD OF TRUSTEES

**Title:** Curriculum Review by Parents/Guardians and Students

**Policy Number:** 105.1

**Adopted:** September 8, 2016

**Revised:**

### PURPOSE

The purpose of this policy is to ensure that parents/guardians 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.

### AUTHORITY

22PA Code §§4.4 and 403.1

### DEFINITION

Instructional material—instructional content that is provided to the 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 the purposes of this policy, the term does not include academic tests or academic assessments.

### GUIDELINES

Upon request by a parent/guardian, the school will make available existing 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 (1) request per trimester may be made by any parent/guardian for each enrolled child.
2. To assist the school in providing the correct records to meet the needs of

- the requesting party, the request must be made in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the Director of Education.
  4. The Director of Education will respond to the parent or student within ten (10) school days by designating the time and location for the review.
  5. 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.
  6. No parent/guardian shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians is permitted.

#### **DELEGATION OF RESPONSIBILITY**

The Director of Education shall annually notify parents/guardians regarding the contents of this policy and their rights.

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**President—Board of Trustees**

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**Secretary—Board of Trustees**