

V. B. Glencoe Charter School

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

A parent of a child attending a public elementary or secondary school shall be entitled to access to instructional materials as provided by law. A parent shall be entitled to:

1. Review instructional materials used by or administered to the parent's child.
2. Review any survey before the survey is administered or distributed by a school to a student.

Regulations and Procedures:

1. Access to instructional materials, including online access, shall be provided upon the reasonable request of the parent or legal guardian. Requests must be submitted in writing and include the specific materials for review.
2. An in-person review will be arranged during normal school hours of operation, beginning at 8:00 a.m. and ending at 3:30 p.m.
3. As available, online access to student materials will be provided.
4. If a parent requests a paper copy of material that can be readily copied using school equipment, such copy shall be provided at a fee of ten cents per copy to cover the cost of providing such copies.
5. Assessments of academic knowledge, skills, or abilities, including nonsecure tests, assessments, and assessment answer keys, may be made available to parents at the discretion of the Executive Director and may include only in-person viewing at the school.
6. No fee shall be charged to a parent for in-person viewing of their child's instructional materials if the parent does not request that copies are made of those materials.
7. No fee shall be imposed when a parent accesses instructional materials online.
8. No other provision of law or policy shall prohibit or interfere with the parent making his/her own copies on school premises using any mobile or other device capable of making copies.

The Executive Director shall ensure that the school complies with such rules.

For the purpose of this policy:

Instructional materials means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any survey

administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.

Parent means the parent or legal guardian of a child.

Survey means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

PROCEDURE FOR HANDLING CRITICISM OF MATERIAL

Criticism of specific materials should be handled by the principal whenever possible. If the criticism cannot be resolved by the principal to the satisfaction of the complainant, then the following procedures shall be followed.

1. The criticism shall be presented in writing using the title *Request for Consideration of Instructional Materials*, and directed to the Executive Director and shall include specific information as to author, title, publisher, and the reason for the criticism, giving specific examples of objectionable aspects or sections of the book.
2. The request must be signed and identified so that a reply may be given.
3. The material may be reviewed in the light of the objections by a special committee appointed by the Executive Director.
4. The report of the special committee shall be forwarded to the Executive Director for action as rapidly as possible. The Executive Director may choose to refer the problem to the V. B. Glencoe Charter School Board of Directors.
5. The decision of the Executive Director and/or the V. B. Glencoe Charter School Board of Directors shall be sent in writing to the complainant. Copies of the decision shall also be sent to all staff personnel affected by the decision.

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