

Parental Access to Instructional Materials*

	Action	Responsibility
A	A parent submits a written request to review nonsecure instructional materials to the principal.	Parent
B	An appointment is scheduled with the parent to review the requested nonsecure materials	Principal/Designee
C	The parent signs the Parental Viewing of Student Materials form at the meeting that is held for parental review of instructional materials.	Principal/Designee
D	<p>A request is received from the parent for a paper copy of nonsecure instructional materials.</p> <ul style="list-style-type: none"> • School personnel complete the Parent Request for Copies of Student Materials form. • A response is made to the parent request within 3 school days. • Copies are made available in accordance with copyright laws at a cost of \$.25 per page. • The parent pays for the copies in cash or by check payable to the school prior to receipt of the instructional materials. • School personnel provide a receipt to the parent. • (Note: School personnel may provide information about free on-line access to materials, if available, for parents at no charge.) <p>OR</p> <p>Parents may make their own copies on school premises via their personal devices.</p> <ul style="list-style-type: none"> • Parents are responsible for knowing and complying with copyright laws. 	<p>Principal/Designee</p> <p>Parent</p>

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