

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Instructional Materials	Policy: 4400	Issued: 12/6/19
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1 All curricular decisions and the selection, development, and provision of instructional
2 materials shall be the responsibility of KIPP Nashville. Each KIPP Nashville school shall
3 ensure that instructional materials align with Tennessee academic standards, as approved
4 by the Tennessee Public Charter School Commission. Each school may adopt further
5 policies on school curriculum and instructional materials as it sees fit.

6 In accordance with state law, parents/guardians of a student shall be entitled to review all
7 instructional materials, teaching materials (including handouts), textbooks, and teaching
8 aids used in the classroom of their child. As defined for the purposes of this policy,
9 "instructional materials" denote instructional content provided to the student, regardless
10 of format, including printed or representational materials, audio-visual materials, and
11 materials in electronic or digital formats. Parents/legal guardians may also review tests
12 that are developed and graded by their child's teacher.

13 The above materials shall be made available by the school, upon request, to parents/legal
14 guardians for review.

15 *Policy for Granting Parental Review of Instructional Materials*

16 Any parent/guardian who would like to review instructional materials should contact the
17 Assistant Principal, or his/her designee. If a school has more than one Assistant Principal,
18 the parent/guardian should contact the Assistant Principal over that content area (e.g.,
19 STEM or ELA) or grade level.

20 Parents/Guardians may request to review instructional materials via email, phone call, or
21 submitting a written request. The Assistant Principal will respond within five (5) school
22 days regarding the request. The Assistant Principal will schedule a time for the
23 parent/guardian to come in and review any requested curricular materials.

24 *Procedure for Responding to Related Grievances*

25 If a parent/guardian expresses a grievance with how a test or assignment was graded, the
26 parent/guardian should first reach out to the teacher to discuss the concern. If the issue
27 is not resolved, the parent/guardian should follow the KIPP Nashville procedure for
28 formal grievances.

- 1 If a parent/guardian expresses a grievance for instructional/curricular materials, the
- 2 parent/guardian should first request a meeting with the teacher and Assistant Principal
- 3 for the appropriate content and/or grade level. If the issue is not resolved, the
- 4 parent/guardian should follow the KIPP Nashville procedure for formal grievances.

5 **SCHOLAR GUIDES**

6 **Grades K-8.**

- 7 Beginning in the 2018-19 school year, KIPP Nashville shall provide each student in grades
- 8 kindergarten through eight (K-8) a scholar's summer guide prior to the last day of the
- 9 school year, which shall be created by teachers. The guide shall provide each student with
- 10 information regarding: (1) Curriculum covered during the previous year that requires
- 11 continued retention and repetition for students; (2) Curriculum for the upcoming school
- 12 year of which students should be aware, areas that might be a challenge, and suggestions
- 13 on how students can prepare for the upcoming year; and (3) Summer reading and
- 14 assignments.

15 **Grades 9-12.**

- 16 Beginning in the 2019-20 school year, high schools shall provide each student in grades
- 17 nine through twelve (9-12) a scholar's prep guide upon registering for a course. The
- 18 scholar's prep guide shall be created by teachers who teach that course or are familiar
- 19 with the course content and shall provide the student with information regarding the
- 20 curriculum for that course, areas that might be challenging for students, and suggestions
- 21 on how students can best prepare for the course.