

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	Instructional Materials	4400	12/6/19 Updated: 3/13/2024

All curricular decisions and the selection, development, and provision of instructional materials shall be the responsibility of KIPP Nashville. Each KIPP Nashville school shall ensure that instructional materials align with Tennessee academic standards, as approved by the Tennessee Public Charter School Commission. Each school may adopt further policies on school curriculum and instructional materials as it sees fit.

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

In accordance with the state law, each authorized charter school shall maintain a current list of the materials in the school's library collection. The charter school's library materials list shall be posted on the school's website. Each authorized charter school shall develop a policy for the development and review of school library collections, which shall include:

- 1). A procedure detailing the development of the school's library collection;
- 2). A procedure to receive and evaluate feedback from a student, a student's parent or a guardian, or school employee; and,
- 3). A procedure to review periodically the school's library collection.

After review of the school's library collection, each authorized charter school shall determine whether the material selected for feedback is suitable for and consistent with the educational mission of the school. If the material is determined not suitable for and consistent with the educational mission of the school, the authorized charter school shall remove the material from the library collection.

The above materials shall be made available by the school, upon request, to parents/legal guardians for review. The school shall adopt a written policy and procedures for granting parental review of school instructional materials and for responding to related grievances. KIPP Nashville Public Schools does not currently house a school library collection.

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

Policy for Granting Parental Review of Instructional Materials

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

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

Procedure for Responding to Related Grievances

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

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

SCHOLAR GUIDES

Grades K-8.

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

Grades 9-12.

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