

Administrative Policy and Procedures
Responding to Parental Concerns
About Curriculum Content or Instructional Practices

Primary responsibility for classroom curriculum and instruction resides with the classroom teacher. In developing and implementing curriculum and teaching practice, the teacher collaborates with other teachers and the Curriculum and Instructional Support Specialist and engages in school-wide curricular programs based on educational research. The teacher is responsive to parental concerns and suggestions.

If a parent/guardian is concerned with curriculum content or instruction in his or her child's class, grade level, or throughout the school, the following steps will be initiated:

1. The parent/guardian schedules a conference with the teacher to present his/her concerns or suggestions. The parent/guardian includes a written statement specifying the content or practice under consideration. The teacher may include or consult with his/her grade level teaching partner at this conference. If possible, the concern is resolved at this level.
2. If the issue is not resolved in step one, the teacher refers the matter to the Curriculum and Instructional Support Specialist (CISS). The CISS may consult with the teacher and parent/guardian individually or together and may convene an ad hoc committee of appropriate teachers to resolve the issue.
3. If the issue is not resolved in step 2, the CISS and/or the teacher and/or the parent/guardian may refer the matter to the principal. The principal consults with the involved parties either separately or together. The principal seeks a solution agreeable to all parties.
4. If agreement is not reached in step 3, the principal proposes an independent solution and submits it in writing to the involved parties and invites them in writing to meet together to discuss the proposed solution.
5. If agreement is reached in step 4, the principal or the CISS describes the agreement in writing to all involved parties.
6. If no agreement is reached in step 5, the principal makes an independent and binding decision which is communicated in writing to all involved parties.
7. The final agreement or decision is implemented and is communicated to all school staff for whom this agreement may represent new information or a change in practice.
8. The parent/guardian may appeal the principal's final decision to the Board of Directors.

Lanikai Elementary School

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