

**Southwest Georgia STEM Charter
School Policy O6: Parents Bill of Rights
Adopted: September 14, 2023**

Parents Bill of Rights

- I. It is the policy of Southwest Georgia STEM Charter School to protect parents' rights to be involved and engaged in the education of their children.
- II. For the purposes of this policies, the following words and phrases have these meanings:
 - a. *Instructional material* means instructional materials and content, as defined by the State Board of Education pursuant to O.C.G.A. § 20-2-1010, and locally approved instructional materials and content.
 - b. *Minor child* means a person who is less than 18 years of age and who has not been emancipated by operation of law or by court order pursuant to O.C.G.A. § 15-11-727 or as otherwise provided by law.
 - c. *Parent* means a person who has legal authority to act on behalf of a minor child as a natural or adoptive parent or a legal guardian.
 - d. *Review period* means the first two weeks of each nine-week grading period of the school year.
- III. This policy shall be posted on the schools' websites and is available on site at each school upon parent request.
- IV. Procedures for a parent to review records relating to his or her minor child
 - a. Parents have the right to access and review all records relating to his or her minor child, including, but not limited to, current grade reports and attendance records, unless otherwise prohibited by law.
 - b. Parents also have the right to access information relating to promotion and retention policies and high school graduation requirements. Promotion and Retention policies and graduation requirements can be found in the Family Handbook which students are given access to at the beginning of each school year or upon enrollment and on the school website. These can also be requested in the main office at the school.
 - c. Any parent of a student enrolled or previously enrolled at Southwest Georgia STEM Charter School may request to review the records of his/her minor child by contacting the School Registrar/Administrative Assistant. The parent should call

or email the School Registrar/Administrative Assistant prior to the date/time the parent wishes to review the records to make an appointment to do so. The School Registrar/Administrative Assistant may not be able to accept requests to review records without an appointment.

V. Procedures for a parent to learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the classroom.

- a. Instructional materials intended for use in his or her minor child's classroom shall be made available for parental review during the review period upon request by a parent. The request should be made in writing (email or letter) to the School Leader. The School Leader, or his/her designee, shall produce such information for inspection within a reasonable amount of time not to exceed three business days of receipt of the request.
- b. In those instances where some, but not all, information requested is available for inspection within three business days, the School Leader shall make available within that period such information that is available for inspection. In any instance where some or all of such information is unavailable within three business days of receipt of the request, and such information exists, the School Leader shall, within such time period, provide the requester with a description of such information and a timeline for when the information will be available for inspection and shall provide the information or access thereto as soon as practicable but in no case later than 30 days of receipt of the request.
- c. If the School Leader denies the request or fails to provide the information within 30 days, the parent may appeal to the Governing Board pursuant to the School's Parent and Student Complaints and Grievances Policy. A parent aggrieved by the decision of the Governing Board may appeal such decision to the State Board of Education.

VI. Procedures for a parent to object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher

- a. Parents who object to instructional materials intended for the use in his/her minor child's classroom shall make a written (email or letter) objection to the School Leader. The objection must include the following:
 - i. Student's name
 - ii. Student's grade level
 - iii. Subject/Course of the objectionable instructional materials
 - iv. Name of the teacher who teaches the subject/course
 - v. Description of the instructional material which is being objected
 - vi. Reason for the objection
- b. The School Leader shall give a response to the objection and possible alternative instructional materials within 5 business days. Parents who are aggrieved by the

School Leader's response may appeal to the Governing Board pursuant to the Parent and Student Complaints and Grievances Policy.

- VII. Procedures for a parent to withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her minor child's participation.
- a. Parents will be notified in advance of such course content so that he or she may withdraw his or her minor child from the course.
 - b. Parents may request in writing (email or letter) that his/her child not participate in the course. The request should be addressed to the School Leader.
- VIII. Procedures for a parent to provide written notice that photographs or video or voice recordings of his or her child are not permitted, subject to applicable public safety and security exceptions.
- A. Parents have the right to consent in writing before a photograph or video recording of their minor child is made. One of your student's registration documents was a form that requires parents to choose if they allow or do not allow photographs or recordings of his/her child. If at any time a parent chooses to change their selection on this matter, he/she must request in writing (email or letter) to have this changed in the student's file. The request should be made to the School Leader.
- IX. Parents shall have the right to request their student's records at any time and, upon request, the School shall produce a copy of a student's records within a reasonable period of time. The school shall also send a copy of a student's records to any institution or individual requested by the parent to receive the student's records within a reasonable period of time. This provision shall apply to current, prospective and former students. At no time will the school delay records or in any way cause a student's enrollment to be delayed due to the school's failure to send records.