RESPONDING TO PARENTS’ CONCERNS REGARDING CURRICULUM PROCEDURE

**Purpose:** The purpose of this procedure is to make individuals aware of the process to have concerns regarding curriculum addressed.

**Procedure:** Parents/guardians may occasionally have a concern in regard to Weber State University Charter Academy curriculum. Open and honest communication between parents and WSU Charter Academy is welcome and encouraged. In order for the staff of WSU Charter Academy to best meet the needs of the student and the school, parents are asked to adhere to the following procedure when addressing concerns:

1. Parents should first make every attempt to familiarize themselves with the outline of the Utah State Core Curriculum, Developmentally Appropriate Practices and any other curricular materials used by the School. The WSU Charter Academy curricular information is available at the school.
2. The parent/guardian should then address the concern with the teacher or individual with whom the concern is directly related, or person most able to address the concern, and no one else. Often, a comfortable accommodation can be reached at this step.
3. If the teacher or individual is not able to resolve the concern to the parents’ satisfaction, the concern should then be addressed with the appropriate WSU Charter Academy Administrators including the Principal/Assistant Director of the Center for Family and Community Education and/or the Director of the Center for Family and Community Education. Names and contact information of the WSU Charter Academy Administrators can be found in the Parent Handbook, as well as on the school’s website.
4. If the appropriate Administrator cannot resolve the issue satisfactorily, the concerns should then be addressed with the Dean of the Moyes College of Education, Weber State University, if necessary.
5. If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the Provost of Weber State University.
6. If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the President of Weber State University.
7. If the concern still persists beyond these steps, the parent/guardian may submit a formal request for a confidential review of the concern to the Chair of the Weber State University Board of Trustees. Parents may choose to either present their case directly to the Board of Trustees or have the case presented on their behalf by the Chair of the Board of Trustees. The Board of Trustees will respond as quickly as circumstances dictate.