

5.10P Procedure for Requesting Alternative Curricular Assignments

The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to justifiable claims.

Adopted curriculum is determined through a systematic process which culminates with the approval by the Board of Trustees. The adoption of curricular materials that align with district curriculum is approved by the Superintendent.

The Board recognizes the right of an individual parent or guardian to request that his or her child not read or view specific curriculum materials.

The Board further recognizes that significant instructional preparation is necessary to align curricular activities and assignments with state and local standards and learner outcomes.

Middle School:

If parents/guardians of a middle school student wish to have their child exempted from a particular lesson or classroom unit, the parent should contact the building principal by phone or email. The principal will arrange a meeting with the classroom teacher and the parent to discuss the request, and to create an alternative assignment for the child for the duration of the lesson/unit. The building principal will document the meeting and alternative assignment on the *Middle School Alternative Curriculum Meeting Minutes and Results Form*.

High School:

To ensure that all parents, guardians, and students are informed about course expectations, **high school classroom teachers** are to develop course syllabi that include an overview of the course and an estimated timeline that identifies when course content will be covered during the semester. In addition to the use of the textbooks, the syllabus should include any supplemental materials to be used during the course. The course syllabus is to be distributed to students during the first week of the course and to new students as soon as they are enrolled in the course.

The following procedure for requesting an alternative assignment will govern when an individual parent or guardian requests his or her child be excused from a curricular assignment:

1. A parent or guardian with a concern about curricular materials should first discuss the matter with the classroom teacher with the objective of resolving the matter promptly and informally.

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2. If after the informal meeting the parent or guardian wishes to initiate a formal written request for an alternative assignment, they must complete and submit "Alternative Curricular Assignment Request Form" to the building principal. If a parent/guardian seeks an alternative assignment for a classroom novel, film, unit, etc., the request must be received as early as possible in the course and prior to the time when his or her student will begin the assignment. This advance notification will allow time for the teacher to identify a comparable assignment that meets the original learner outcomes if possible.
3. The building principal will review the request and will send a copy to the District Curriculum Administrator. The principal will schedule a meeting with the parent/guardian and the classroom teacher to discuss the request and determine if a resolution can be reached.
4. If parent/guardian or teacher is not satisfied he or she may appeal the building principal's decision to the District Curriculum Administrator.
5. The District Curriculum Administrator will review the request and seek input from the teacher, the building principal, the parent/guardian, and the building or grade level department chairs and will render a decision.
6. If either parent/guardian or the teacher is not satisfied with the District Curriculum Administrator's decision, the decision may be appealed to the Superintendent who shall consult with the parties involved.
7. The Superintendent will render a decision.

Middle School
Alternative Curriculum
Meeting Minutes and Results Form

School _____ Date _____

Student _____ Grade and Teacher _____

Curriculum to be replaced _____

Reason for replacement _____

_____ 0

Dates/times for replacement curriculum _____

Alternative assignment(s)/curriculum replacement _____

Alternative assignment location _____

Supervising adult _____

Signatures of meeting participants:

_____ Parent/guardian

_____ Classroom Teacher

_____ Building Administrator

_____ Supervising Adult

_____ Student (as appropriate)