

## **Request for Alternative Instructional Materials - Procedure**

(parent request for changed instructional materials for individual student only)

1. Each school and the central administration office will keep on hand and make available request forms. All formal objections to instruction shall be made on this form.
2. The Alternative Instructional Materials Request form shall be signed by the complainant and filed with the Principal or designee.
3. Within ten (10) school days from receipt of the "Request for Alternative Instructional Materials," the school principal will review the written parent request and respond to the parent as to whether the proposed alternative instruction is deemed to be appropriate to the learner outcomes and reasonable in terms of other resources required. School personnel are not required to implement what is judged to be unreasonable arrangements for alternative instruction. The parent, guardian, or adult student may provide alternative instruction. The school board is not required to pay for the costs of alternative instruction provided by parent, guardian or adult student. School personnel may also propose alternative instructional materials to address the concerns of the parent.
4. If agreement is reached between the parent, guardian or adult student and the principal as to the alternative content to be provided, this agreement will be summarized in writing on the Form called "Alternative Instruction Plan Offered by School." This form will be completed by the teacher and/or principal and offered to the parents within ten (10) school days after agreement is reached to provide alternative instruction. Copies of the approved plan will be given to the parent, guardian, or adult student and teacher. The plan will include the method by which the teacher will evaluate and assess the student's learning achievement and the quality of the student's work, as well as when the student will be required to master the learner outcomes using the alternative content. The plan will be implemented with no academic or other penalty upon the student for arranging alternative instruction.
5. If the matter remains unresolved at the principal level, the parent, guardian, or adult student may appeal to the superintendent within ten (10) school days of the receipt of the principal's written decision regarding the proposed alternative instruction. The superintendent will then review the matter and communicate his/her decision to the parent, guardian or adult student within five (5) school days of receipt of the written appeal.
6. If the matter is not resolved at this level, the parent, guardian or adult student may then appeal the decision to the superintendent of schools. The superintendent shall communicate his/her decision to the complainant in writing within five (5) school days of receipt of appeal. If the matter is not resolved at this level, the complainant may within ten (10) school days from the receipt of the superintendent's decision, request in writing a hearing before the school board.

## Request For Alternative Instructional Materials

*Dear Parent, Guardian, or Adult Student: Your concerns are important to us. If you have any concerns about the content of instructional materials used by the school district, please talk to the classroom teacher or principal. For media center resources, please talk to the building media specialist. If you are not fully satisfied with the outcome of this conference, we encourage you to complete this request for follow-up action and give it to the building principal. You will receive a written response within thirty (30) school days. Please ask the principal for a copy of the procedures for Request for Alternative Instructional Materials. This explains our process designed to address parent concerns about materials. Thank you.*

Parents/Guardian Name \_\_\_\_\_ Child's Name \_\_\_\_\_

\_\_\_\_\_ Child's Grade & School \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Representing: Self \_\_\_\_\_ Organization or Group \_\_\_\_\_

Child's Course/Subject \_\_\_\_\_ Teacher of Course/Subject \_\_\_\_\_

Material Questioned:

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_ Copyright Date \_\_\_\_\_

Type of Material \_\_\_\_\_

*Please answer the following questions after you have read, viewed, or listened to the material in its entirety. This information is needed to process your request in a timely manner. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.*

1. Have you viewed, read, or listened to this material in its entirety? \_\_\_\_\_

2. To what in the material do you object? (Please be specific, cite pages, frames in a filmstrip, film sequence, specific parts of a video, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you believe is the theme or purpose of this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you think might be the negative result of a child using this material? \_\_\_\_\_

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What do you think might be a positive result? \_\_\_\_\_

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5. What reviews of this material have you read or viewed? (Please attach copy if possible.) \_\_\_\_\_

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6. Have you discussed your concerns about this material with your child's teacher?  Yes  No

Date of this discussion: \_\_\_\_\_ What was the outcome of this discussion? \_\_\_\_\_

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7. What are you asking the school and/or building principal to do, as a result of your complaint? Check all that apply:

- conference with teacher and principal
- modification of the assignment for my child only
- excuse my child only from the material
- modification of assignment for all children
- excuse all children from the material
- other action; please explain –

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**TO BE COMPLETED BY PRINCIPAL**

**Building Principal action taken on this request:**

(Due to parent within ten(10) days of receipt of this parent request)

Principal's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date received by principal: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

pc: Parent, Guardian, or Adult Student  
Superintendent for Instruction

## Alternative Instruction Plan Offered By School

(This plan should be completed and signed by the building principal or staff member after a conference with parents, following *Request of Alternative Instructional Materials - Procedure*)

\_\_\_\_\_  
Completed by (staff member)  
\_\_\_\_\_

Building

Date given to parent

Parent/Guardian Name \_\_\_\_\_

Attach copy of completed " *Request For Alternative Instructional Materials*," summarizing parent concerns and requests. Child's Name \_\_\_\_\_ Grade & School

\_\_\_\_\_  
Child's Course/Subject \_\_\_\_\_ Teacher's Name \_\_\_\_\_

1. What is the required learner outcome to be addressed? \_\_\_\_\_  
\_\_\_\_\_

2. Describe the alternative materials proposed by (check one or both): Parent School

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_ Copyright Date \_\_\_\_\_

Type of Material \_\_\_\_\_

3. How would this alternative be used by teacher and student? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Method of proposed teacher assessment of the quality of students' work and learning level achieved: \_\_\_\_\_  
\_\_\_\_\_

5. What extra costs/services will be provided by the parent? \_\_\_\_\_

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6. The student will complete the above items by what date? \_\_\_\_\_

7. Other notes about this plan: \_\_\_\_\_

**Signatures of Approval**

Yes, the alternative plan with comments on page one is agreed to by:

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

**Statement of Failure to Resolve Parent Requests**

**No**, the proposed plan is **not agreed to** by: \_\_\_\_\_ on \_\_\_\_\_  
(date)

This paperwork was forwarded to the superintendent for instruction on \_\_\_\_\_  
(date)

by \_\_\_\_\_

What are the reasons for this disagreement? \_\_\_\_\_

What are you asking the school to do? \_\_\_\_\_

Signed \_\_\_\_\_  
(Parent/Guardian)

Daytime phone \_\_\_\_\_

Home phone \_\_\_\_\_

Date \_\_\_\_\_

**SUPERINTENDENT ACTION TAKEN ON THIS REQUEST**

(Completed only if parents appeal the decision above.)

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Signed By

Date