

Procedure for Parent Concern Forms on Student Text Access

A parent should first voice concerns about text to the teacher. If a teacher or parent chooses, they can involve the principal in the concerns. Teachers should explain to the parents the use of the text within the classroom.

If a parent concern cannot be resolved at the school level, the parent is welcome to complete a Parent Concern Form and submit it to the Office of Teaching and Learning.

Upon receipt of a complaint, a review committee from the Office of Teaching and Learning will determine action steps based on the concerns and the requested action(s). The three person committee will represent the diversity of the system and be assigned by the superintendent or his/her designee. Possible action(s) could include:

- Determining that text should be included for all students with no exception
- Providing that student with an alternate text with similar readability and complexity
- Removing the text from the curriculum for all students

The parent will receive notice of action(s) within one week of filing concern. If determined that an alternate text is needed, the teacher will be notified and provided with the alternate text.