



Requests for Alternate Instructional Materials

4.801.1p

LAST REVIEWED: August 10, 2021

Standard Operating Procedure Outline

Category:	Board Operations	Department:	Division of Academics and Schools		
Procedure:	Procedure Review Process				
Policy Reference # :	4.801	Version:	1.0	Date Revised:	August 10, 2021

Operational Objective(s)

To outline the process for reviewing and responding to requests that a student not be required to read a book, use certain materials, or participate in an activity.

Note: Requests for reconsideration of materials for their removal must follow MNPS policy 4.403 and procedure 4.403.1p.

Background

1. MNPS textbooks and instructional materials are adopted by the Board of Education in accordance with applicable state statute and policies
2. MNPS teachers are required to use materials adopted by the Board of Education pursuant to Tenn. Code. Ann. §49-6-2206.
3. Parents/guardians have the right to request students not be required to read a book, use certain materials, or participate in an activity.
4. Any student who is granted such a request shall not be penalized academically.
5. Any student who is granted such a request shall be provided with alternate materials, assignments, or activities commensurate with board-adopted materials.
6. Board-adopted materials for academic content areas are available for review on the MNPS website: <https://www.mnps.org/learn/academics/curriculum-and-instruction>.

Procedure

I. Requests submitted to the student's teacher

- A. The teacher will attempt to provide a reasonable accommodation to the parent/guardian request if the request is for content or materials not exceeding more than one lesson. The teacher shall forward the request and the nature of the request to the principal; an e-mail from the teacher is sufficient notice to the principal. For all requests, the teacher shall ask the parent to contact the principal.
- B. If the accommodation is agreed upon by both the teacher and parent/guardian, the issue is considered closed.
- C. If the parent/guardian and teacher are unable to agree upon a reasonable accommodation, the teacher shall ask the parent/guardian to contact the principal.

II. Requests submitted to the Principal

- A. Requests for students to not be required to read a book, use certain materials, or participate in an activity submitted to a principal must be submitted through the form at the end of this procedure no less than two weeks before the content in question is taught.
- B. Principals shall notify and work in consultation with their executive director.
- C. The Principal will contact the student's teacher to understand the nature of the request and any attempts at an accommodation that have been made.
- D. Executive Directors will notify the Chief of Academics and Schools and the Executive Officer of Teaching & Learning of the request and will consult with appropriate departments, as necessary.
- E. The Principal will respond to the parent informing the parent that the request has been granted or denied.
- F. If the request is granted, the details of the approved accommodation will be shared with the parent and teacher.
- G. If the accommodation is agreed to by the principal and parent, the issue is considered closed.
- H. If the parent disagrees with the accommodation plan provided or the request is not granted, and the material in question was not part of the board-adopted materials, the parent may appeal to the Board.

III. Appeals submitted to the Board (only in the case of materials in question that are not board-adopted materials)

- 1. The Chief of Academics and Schools will notify Board staff of the request and provide the original complaint and prior attempts at reaching a resolution.
- 2. The Board will contemplate the request in the next teaching and learning committee meeting.
- 3. Board staff will notify the parent of the Board's decision in writing.
- 4. The final decision will rest with the board.



**METRO
NASHVILLE
PUBLIC
SCHOOLS**

Metro Nashville Public Schools

**Request for a Student not be required to
read a book, use certain materials, or
participate in an activity.**

**MNPS Procedure
4.801.1p**

Fill out the below information and return this form to the Principal of your child's school.

School: _____

Type of Material: _____

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Telephone: _____

Email: _____

Address: _____

A. Review of the Material

1. Have you read or viewed the material in its entirety? • Yes • No

2. If no, which parts or pages have you read or viewed?

B. Appropriateness

1. To what in the material do you object? (Please be specific, e.g., cite pages.)

2. What is the basis for your objection? Please be specific.

3. If this request is granted, what material of commensurate quality and educational purpose and value would you recommend in place of the material in question?

Name of Complainant _____

Signature of Complainant _____

Date _____