

## Religious Opt-Out Process

1. At the beginning of the year, teachers will communicate their scope and sequence or syllabi to families during back-to-school night or through a newsletter.
2. If a parent/guardian makes a verbal or written request to opt-out of curriculum, the staff should inform the Building Principal.
3. The Building Principal will notify the district-level opt-out coordinator (OOC).
4. The OOC for the district will be: Dr. Shari Fedorowicz, Assistant Superintendent of Teaching and Learning
5. The OOC will contact the parent to discuss the request and explain the process.
6. The OOC will collaborate with the teachers, department heads etc. to identify and collect curriculum and materials for review by the parent/guardian.
7. The OCC will ask the parent/guardian to fill out the **Religious Opt-Out Form** to complete after reviewing curriculum and materials.
8. The OCC will approve, request clarification or deny the opt-out request.
9. The OCC will notify parent/guardian if a request is denied or returned for clarification and may submit additional information as appropriate.
10. If approved, the OCC will collaborate with teachers/department heads to determine the appropriate accommodations. (Independent study, alternative assignment, online course etc.)
11. The OCC will fill out the bottom of the religious opt-out form.
12. The OCC will communicate the accommodations to the student and the teachers in a written opt-out accommodations plan.
13. The Building Principal will monitor the implementation of the opt-out accommodation plan.

### GUIDANCE

Parent/guardian must provide a clear and detailed description of the specific lesson, unit, instructional material, or activity in question, including any relevant dates, titles, or other identifying information, after reviewing the curriculum material.

Requests that seek to opt-out of an entire course, subject area, or broad category of instruction without narrowly identifying a specific conflict may be rejected as overbroad.

Requests that are vague, overly broad, or lacking sufficient detail may be denied or returned for clarification.

The District reserves the right to deny any request that is based on general educational disagreements, pedagogical preferences, philosophical views, or personal opinions, rather than sincerely held religious beliefs.

The District will determine how to continue to provide educational services, which will vary depending on the scope of the curriculum that the student is opted out from.