

CITIZEN REQUEST FOR EXCEPTION TO SPECIFIC COURSE MATERIAL(S)

1. The parent(s)/legal guardian(s) must:
 - a. Notification in writing to the Building Principal or designee regarding specific course material to which they object.
 - b. Within five (5) school days the parent(s)/legal guardian(s) must provide a written description or actual copy of the course material they propose to use as an alternative to the District's course material. (Must meet applicable State requirements).
If not submitted within five (5) school days, the matter will be considered closed.
 - c. Provide written detailed description of how and when the alternative course material will be delivered to the child and method(s) of assessment, grading criteria and timeline for same.
(Note: If timeline exceeds normal grading periods, an incomplete will be given—pending completion with agreed upon timeline.)
2. The Building Principal or designee shall review the materials and plans of delivery and methods of assessment no later than five (5) school days after receipt of material.
3. The Building Principal or designee shall notify the parent(s)/legal guardian(s) no later than the seventh (7th) school day of his/her decision after the receipt of the description and/or actual materials, methods of delivery, methods of assessments and timeline for same.
4. Parent(s)/legal guardian(s) must provide documentation as detailed in the approved plan that the student has successfully completed the material as per agreed upon timeline. Absent said documentation student will not receive credit for the work.
5. If the parent(s)/legal guardian(s) and the Building Principal or designee cannot agree on the plan, the parent(s)/legal guardian(s) may appeal within two (2) school days to the Superintendent or designee. The Superintendent or designee's decision is final. If the Superintendent or designee does not approve the plan, the student will continue to participate in the regular program.

The Superintendent or designee will respond in writing within three (3) school days.

Adopted: May 22, 2012