



## ISD 199 Request to Opt Out of Instructional Materials 606P.1

Pursuant to School Board Policy [606](#):

- The School Board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instructional program.
- If a parent or adult student objects to specific instructional material, school staff will make reasonable arrangements for alternative instruction in accordance with state statute 120B.20. This arrangement shall be approved by the principal and Director of Learning.
- Parents or adult students may provide alternative instruction if the alternative offered by the school does not meet their concerns. The district shall not pay the costs of alternative instruction provided by parents or adult students.
- School staff shall not impose a penalty, academic or otherwise, upon students seeking alternative instruction. School staff shall evaluate and assess the quality of the student's work using alternative instruction. The method of assessment shall be provided in written form to the parent/guardian prior to alternative instruction taking place. The principal must approve evaluation methods prior to presentation to the parent/guardian.

Parents and guardians who wish to opt out their student from part of the ISD 199 curriculum, including materials, must follow the procedure detailed below:

1. Participate in a meeting or conversation with the building principal or designee who will hear the concerns. The Principal or designee will explain the opt-out request process and provide an overview of alternative instruction and/or the responsibilities of parents/guardians and students in implementing alternative instruction.
2. Parents/guardians or adult students must submit a *Request to Opt Out of Instructional Materials* form (attached below) for alternative instruction to be considered for the student.
3. A school committee, that may include building administrators, classroom teachers, school support staff, and the department lead will review the request and will determine a reasonable alternative instruction plan. The alternative instruction plan will be aligned to District and state standards, district policy, and assessments, and the availability of school resources to administer the plan.
  - a. The alternative material/instruction plan will be shared with

parent/guardian or adult student within 10 school days of the request to opt out.

4. Parents/guardians or adult students may provide alternative materials/instruction if the alternative offered by the school does not meet their concerns. The district shall not pay the costs of alternative instruction provided by parents or adult students. The proposed plan must include:
  - a. Replacement materials
  - b. How the plan aligns to state and district standards
  - c. How the parent/guardian will cover costs to implement the plan; and
  - d. How the alternative instruction will be delivered to the student
    - i. A school committee, that may include building administrators, classroom teachers, school support staff, and the department lead will review the request and will provide a response to the parent's/adult student's alternative plan within 10 school days. The response will be one of the following:
      1. Acceptance of the plan for alternative materials/instruction;
      2. Acceptance of the plan for alternative materials/instruction with modifications
      3. Notification that the plan for alternate instruction is not acceptable with an explanation.
5. If the plan is not accepted, the parent/guardian may appeal to the school committee and Director of Learning. The school committee and Director of Learning will consider the case at their earliest opportunity and will submit a recommendation to the Superintendent or Designee, which will then be communicated to the school and parent/guardian. Final decisions regarding the appeal will be made by the Superintendent.

**ISD 199 Request to Opt Out of Instructional Materials  
Form**

**Requestor Information**

Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Material Being Challenged**

Title/Type: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Reason for Material Opt Out Request:

Did you review the entire work?  Yes  No

Do you wish to opt your student out of the material?  Yes  No

Do you wish to recommend an alternative? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be submitted to the school's main office.*