



Procedures for Review of Curriculum Content and Alternative Instruction

Administrative Procedure: 620.2

Date Adopted: 12/13/1988

Dates Reviewed: 4/27/1993, 4/27/1998, 2/23/2015, 5/29/2018

Section: 600 EDUCATION PROGRAMS

Date Revised: 2/23/2015

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure shall be followed:

I. Request for Review of Material

A. Each request for review of material shall be directed to the building or principal.

B. The principal will:

1. Treat each concerned person's request with confidentiality.
2. Try to resolve the questions of the concerned person(s) during the initial contact.
3. Provide and explain the Minnesota State Standards and the school district's policy and procedure.
4. Inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcomes.
5. Inform the classroom instructor(s), (and affected department, if appropriate) of the materials in question.

II. Opportunity to Review Materials

A. School Responsibility

1. All adopted curricular and instructional materials (including adopted learner outcomes, print and digital materials with descriptive narrative) will be available for review:
 - a. by appointment with the principal.
 - b. in _____ (media center, principal's office, school improvement and accountability office, etc.).
 - c. and for checkout through _____ (personnel) for _____ (period of time).
2. Outside speakers, remote electronic resources, spontaneous classroom discussion and current events materials are not considered part of the planned content of instruction and are exempt from the requirement for prior review.



B. Parent, Guardian or Adult Student Responsibility

1. Review materials during designated times as indicated in Section II-A.1.
2. If a concern is identified, fill out Form A, "Statement of Concern Regarding Instructional Content." specifically detailing the portion of instructional content to which objection is made.

III. Alternative Instruction

A. School Responsibility

1. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
2. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in Form B, "Alternative Instruction Contract."

B. Parent, Guardian, or Adult Student Responsibility

1. The person(s) will respond to the school proposal for alternative instruction.
2. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
3. The proposed plan must address the district learner outcomes.

IV. Assessment Procedures

A. School Responsibility

1. School personnel will determine an appropriate assessment.
2. The school will not impose academic or social penalties as a result of alternative assessment.

B. The Student Responsibility

1. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
2. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

STATEMENT OF CONCERN REGARDING INSTRUCTIONAL CONTENT

Request initiated by: _____

Address: _____



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

Probstfield Center for Education

2410 14th St. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

■ Superintendent: 218-284-3330

■ Assistant Superintendent for Learning and Accountability: 218-284-3310

■ Human Resources and Operations: 218-284-3350

Telephone: _____

Work

Home

Cell

Course/Subject: _____

1. Learner outcome addressed by the material in question.

2. Specific description of instructional material in question.

3. Have you examined the material in its entirety? _____ Yes _____ No

If no, please explain.

4. What is your concern(s) about this material? Please be specific.



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Signature of Concerned Person(s)

Date

Alternative Instruction Contract

Date _____

_____ Parent Proposal
_____ School Proposal

Person initiating request: _____

Student name: _____

School student is attending: _____

Course/Subject affected by request: _____

Specific content or materials in question: _____



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Learner outcome to be addressed: _____

Materials to be used: _____

Method of instruction: _____

Method of evaluation and assessment of the quality of the student's work (to be completed by school personnel): _____

Completion date: _____

Signatures indicating agreement to plan:

Parent/Guardian/Adult Student

Date



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Teacher

Date

Principal

Date