

# **ISB Process for Instructional Materials Accommodation**

## **I. Statement of Process**

When instructional materials are of a sensitive nature, a parent may request accommodations for his/her child.

As Board Policy 9.2010 states:

*The School shall have curriculum guides and course outlines based upon the School's philosophy and objectives for each grade level and every subject taught in the School.*

*The Deputy Superintendent and/or the Superintendent shall review curriculum guides and course outlines annually.*

*When the Administration judges that the presentation of especially sensitive curricular material or other matters is desirable for educational purposes, it shall furnish parents an explanation or opportunity to preview such material and endeavor to accommodate parents' requests regarding participation or non-participation by their children.*

This document addresses specifically how ISB will “endeavor to accommodate parents’ requests regarding participation or non-participation by their children.”

## **II. Request for Accommodation**

- A. If you have a concern regarding an instructional material in ISB’s curriculum, please review it thoroughly. For example, if it is a novel, we ask you to read it or if it is a video or website, we ask you to view it completely. If you are unable or uncomfortable doing this, please explain this when you meet with school staff.
- B. Schedule an appointment to meet informally with your student’s teacher to discuss your concerns. The teacher will seek to understand the nature of your concerns. Sometimes a concern seems less serious and can be easily resolved through personal contact. If you would prefer to meet with the school principal for this informal meeting, we ask you to make an appointment. The principal will then need to discuss your concerns and questions with the teacher before being able to respond to you.
- C. When meeting with the teacher or the principal, the ISB staff will communicate:
  - ISB’s instructional material selection procedures and criteria.
  - Requirements from external organizations.
  - The particular place the questioned resources occupies in the curriculum
  - Its intended educational usefulness
  - Any additional information regarding its use in the classroom

D. If you feel that your issue is unresolved, please schedule a meeting with the principal to discuss possible accommodations that can be made for your student. Please be aware that the ability to provide accommodations will be due, in part, to the timeliness of the request. The principal will discuss with you accommodations that meet the following criteria:

- They maintain high academic standards for all ISB students including any for whom accommodations are being made.
- They are feasible given limitations of teacher workload and staffing levels.
- They allow for similar academic expectations and student assessment.

The following accommodations have been identified that meet these criteria:

1. In the case multiple learning resources are being used simultaneously in a class, the teacher could plan so that your student will not be exposed to the learning resource.
  2. In the case the unit requires that all students use the learning resource:
    - a. If only small portions of the learning resource concern you, your child could be allowed to miss class during related discussions and engage in a substitute learning activity.
    - b. If major portions of the learning resource concern you and staffing resources are sufficient, an alternate learning experience could be arranged such as:
      - An alternate learning resource with academic standards as similar as possible to the one that worries you will be selected. ISB will provide a qualified teacher to teach the unit either during regular class time or after school.
      - For the duration of the unit or longer, your student will be assigned to another class section that uses an acceptable alternative learning resource.
- E. If you are not satisfied with the accommodations that are provided, you may schedule a meeting with the Head of School. The Head of School will listen to your concerns and determine if the accommodation process was followed. The Head of School decision will be final.