

# COMMONWEALTH CHARTER ACADEMY

## BOARD OF TRUSTEES POLICY SECTION: 100 PROGRAMS

### 105. REVIEW OF INSTRUCTIONAL MATERIALS & EXEMPTION/MODIFICATION

#### §1. Purpose and Authority

Federal and state laws mandate that parents/guardians and students have an opportunity to access information about the curriculum (including academic standards to be achieved), instructional materials, and assessment techniques used by public schools, and to review the instructional materials. Public schools must also provide parents/guardians and students with the opportunity to exercise their right to have the student excused from or seek a modification to specific instruction that conflicts with their religious beliefs.

The Board directs the CEO or designee to develop the administrative guidelines or regulations required to implement this policy.

Students enrolled in CCA aged 18 or over and parents/guardians of enrolled students under the age of 18 may exercise the rights granted under this policy.

#### § 2. Definitions

Unless the context clearly indicates otherwise, the following terms used in this policy shall have the following meanings:

*Instructional material* – Instructional content provided to a student, regardless of its format, including materials in electronic or digital formats, audiovisual materials, and printed or representational materials. This term does not include academic tests or assessments.

*Modification* – A change to course content or lesson material that will not negatively impact a student's ability to complete the learning objectives of that course or lesson.

*Specific instruction* – Identifiable elements of instruction by teachers, whether such instruction is provided as part of a course or comprises an entire course.

#### § 3. Guidelines

##### ***Access to Information about Curriculum, Instructional Materials, and Assessment Techniques***

Upon request made by a parent/guardian or student, CCA will make available existing information about CCA's curriculum (including academic standards to be achieved),

instructional materials, and assessment techniques in accordance with the administrative guidelines and procedures developed under this policy.

***Exemption from or Modification to Specific Instruction***

A parent/guardian or student may request, in writing, an exemption from, or modification to, specific instruction that conflicts with the parent's/guardian's or student's religious beliefs. Such requests shall be received and acted upon in accordance with the administrative guidelines and procedures developed under this policy.

The alternate instruction or educational activities made available to the student should be consistent with the learning objectives or goals set for the course or lesson. Whenever possible, CCA should attempt to develop a modification to permit the student to participate in instruction that does not conflict with the religious beliefs of the parent/guardian or student. When a modification cannot be made, CCA may exempt the student from the specific instruction and provide the student with other appropriate instructional or educational activities that provide the minimum hours of instruction required by law.

When an exemption from or modification to specific instruction has been approved, it shall be the responsibility of the student to ensure that the student exercises the exemption or modification appropriately. CCA and its staff and contractors shall not be responsible if a student does not exercise the exemption or modification appropriately.

***Distribution of Policy***

This policy is hereby incorporated by reference into CCA's Learner Handbook and shall be posted on CCA's publicly accessible website.

<b>History:</b>	Adopted
<b>Previous Policy No.:</b>	2-13-19 None
<b>Legal Ref./Authority:</b>	22 Pa. Code § 4.4(d)(1), (2), (3); 22 Pa. Code § 11.7; 20 U.S.C. § 1232h(a)
<b>Cross Ref.:</b>	None