

PROCEDURES FOR BOARD CONSIDERATION OF
CLASS EXEMPTION AND ASSIGNMENT REQUESTS

1. All requests shall be in writing and signed by the student, if an adult, or by the student's parent/guardian if a minor.
2. All requests shall specify the reason why the student should not be required to take a specific class or should not be assigned to a specific teacher. General requests without a reason shall not be considered.
3. Each written request shall be accompanied by a written statement to the effect that the adult student or parent/guardian of a minor waives the right of confidentiality of student records granted pursuant to Section 188.125 of Wisconsin State Statutes and agrees that such records, including the request itself, may be furnished to the Board in its consideration of the request.
4. Each request shall be acted on by the Board separately.
5. Reasons for granting a request shall include the following:
 - a. Adverse direct or indirect involvement by the student, his/her family or parent/guardian in proceedings involving the teacher; or
 - b. Adverse direct or indirect involvement by the teacher in proceedings involving the student, his/her family or parent/guardian.
 - c. Requests may be granted provided the student or his/her parent/guardian shows the student has or will receive an equivalent education by means other than attending a specific class or having a specific teacher.
6. The Board shall, on a case-by-case basis, determine what notice, evidence and/or hearing, if any, will be necessary.

APPROVED: October 25, 2004