

Students

Administrative Procedure – Responding to Complaints About Curriculum, Instructional Materials, and Programs

Actor	Action
Parents/Guardians, Employees, and/or Community Members	Submits any feedback or complaints about the District's curriculum, instructional materials, or programs to the Building Principal, using 6:260-AP, E, Curriculum Objection Form.
Building Principal	<p>Directs any parent/guardian, employee, or community member wishing to submit formal feedback or a complaint regarding curriculum, instructional materials, or programs to complete 6:260-AP, E, Curriculum Objection Form.</p> <p>If the complaint alleges a violation of law or board policy, refers the complaint to the District Complaint Manager for processing under policy 2:260, Uniform Grievance Procedure.</p> <p>Transmits the Curriculum Objection Form to the Superintendent or designee for further action.</p>
Superintendent or designee (such as the Assistant Superintendent of Curriculum and Instruction)	<p>Determines on a case-by-case basis what action, if any, will be taken in response to a complaint about curriculum, considering whether, as applicable:</p> <ol style="list-style-type: none"> 1. The curriculum, instructional material, or program is aligned with the criteria set forth in Board policy 6:40, Curriculum Development, specifically, regarding: <ol style="list-style-type: none"> a. The district's educational philosophy and goals; b. Student needs as identified by research, demographics, and student achievement and other data; c. The knowledge, skills, and abilities required for students to become life-long learners; d. Minimum requirements of State and federal law and regulations for curriculum and graduation requirements; e. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available; f. Illinois State Learning Standards and any District learning standards; and g. Any required State or federal student testing. 2. The law and/or the District already provides a means for parents/guardians to opt their child out; 3. The curriculum, instructional material, or program is optional or supplemental in nature; 4. Reasonable and appropriate alternatives exist; and 5. Individual circumstances that support a need for an accommodation exist.

	<p>Consults with the Board Attorney as needed regarding responses to curriculum-related complaints.</p> <p>Prepares and sends a written response to the person who submitted the Curriculum Objection Form, informing the person of the District's decision.</p> <p>Notes on the Curriculum Objection Form the date on which the response was provided and attaches the response to the form.</p>
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