October 2022 6:260-AP

# Students

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

| **Actor** | **Action** |
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| 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 | 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*.  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.*  Transmits the *Curriculum Objection Form* to the Superintendent or designee for further action. |
| Superintendent or designee (such as the Assistant Superintendent of Curriculum and Instruction) | 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:   1. The curriculum, instructional material, or program is aligned with the criteria set forth in Board policy 6:40, *Curriculum Development*, specifically, regarding:    1. The district’s educational philosophy and goals;    2. Student needs as identified by research, demographics, and student achievement and other data;    3. The knowledge, skills, and abilities required for students to become life-long learners;    4. Minimum requirements of State and federal law and regulations for curriculum and graduation requirements;    5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available;    6. Illinois State Learning Standards and any District learning standards; and    7. 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.   Consults with the Board Attorney as needed regarding responses to curriculum-related complaints.  Prepares and sends a written response to the person who submitted the *Curriculum Objection Form*, informing the person of the District’s decision.  Notes on the *Curriculum Objection Form* the date on which the response was provided and attaches the response to the form. |