

## 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, <i>Curriculum Objection Form</i> .
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, <i>Curriculum Objection Form</i>.</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, <i>Uniform Grievance Procedure</i>.</p> <p>Transmits the <i>Curriculum Objection Form</i> 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"> <li>1. The curriculum, instructional material, or program is aligned with the criteria set forth in Board policy 6:40, <i>Curriculum Development</i>, specifically, regarding: <ol style="list-style-type: none"> <li>a. The district’s educational philosophy and goals;</li> <li>b. Student needs as identified by research, demographics, and student achievement and other data;</li> <li>c. The knowledge, skills, and abilities required for students to become life-long learners;</li> <li>d. Minimum requirements of State and federal law and regulations for curriculum and graduation requirements;</li> <li>e. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available;</li> <li>f. Illinois State Learning Standards and any District learning standards; and</li> <li>g. Any required State or federal student testing.</li> </ol> </li> <li>2. The law and/or the District already provides a means for parents/guardians to opt their child out;</li> <li>3. The curriculum, instructional material, or program is optional or supplemental in nature;</li> </ol>

Actor	Action
	<p data-bbox="662 254 1308 289">4. Reasonable and appropriate alternatives exist; and</p> <p data-bbox="662 302 1308 369">5. Individual circumstances that support a need for an accommodation exist.</p> <p data-bbox="613 386 1398 453">Consults with the Board Attorney as needed regarding responses to curriculum-related complaints.</p> <p data-bbox="613 470 1438 567">Prepares and sends a written response to the person who submitted the <i>Curriculum Objection Form</i>, informing the person of the District's decision.</p> <p data-bbox="613 583 1468 651">Notes on the <i>Curriculum Objection Form</i> the date on which the response was provided and attaches the response to the form.</p>

Adopted February 2023