

## **Students**

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

<b>Actor</b>	<b>Action</b>
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><li>4. Reasonable and appropriate alternatives exist; and</li><li>5. Individual circumstances that support a need for an accommodation exist.</li></ol> <p>Consults with the Board Attorney as needed regarding responses to curriculum-related complaints.</p>

Actor	Action
	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. Notes on the <i>Curriculum Objection Form</i> the date on which the response was provided and attaches the response to the form.

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