

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"> 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"> 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 student to become life-long learners; d. Minimum requirements of State and federal law and regulations for curriculum and graduation requirements;

Actor	Action
	<ul style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 <i>Curriculum Objection Form</i>, informing the person of the District's decision.</p> <p>Notes on the <i>Curriculum Objection Form</i> the date on which the response was provided and attaches the response to the form.</p> <p>Provides notification to the Board of Education that a Curriculum Objection has been filed and the outcome of the review.</p>
	Procedures for Review
	<p>Most complaints can and should be resolved at the building level. Many concerns are the result of simple misunderstandings or misinformation and can be resolved through informal inquiry and discussions with principals and/or teachers or librarians/ media specialists.</p> <p>When a complaint is received, the principal will check decisions on questioned and challenged learning resources on file with the Assistant Superintendent for Curriculum and Instruction to determine whether the learning resource has been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share such decision with the complainant. If any significant difference is found in the new challenge or the learning resource has not been challenged before, the following procedure shall apply.</p>

1. Discussion with Principal

- a. The principal will hold a conference with the complainant. At the discretion of the principal, the teacher or librarian/media specialist using the resource may be present during the conference.
- b. If the complainant is dissatisfied with the results of the conference or the complainant's proposed action in response to the complaint would affect the availability of materials to or use by other students, the principal will inform the complainant of this Board policy and procedure and will provide the complainant with the appropriate *Curriculum Objection Form*.
- c. Upon receipt of the completed form, the principal will forward the form, with a written report of the conference held with the complainant, to the Assistant Superintendent for Curriculum and Instruction, the teacher or librarian/media specialist involved and the complainant.

2. Discussion with the Assistant Superintendent for Curriculum and Instruction

- a. The Assistant Superintendent for Curriculum and Instruction will promptly review the form and report to determine completeness and specificity of the complaint while obtaining a copy of the learning resource being questioned and schedule a meeting with the complainant to explore further, potential actions or alternatives.

3. Review and Recommendation by the Challenged Materials Committee or Curriculum Review Committee

- a. If the complainant is dissatisfied with results of the conference with the Assistant Superintendent for Curriculum and Instruction or proposed action in response to the complaint, the Assistant Superintendent for Curriculum and Instruction will schedule a meeting of the Challenged Materials Committee or Curriculum Review Committee.
- b. The Challenged Materials Committee shall be comprised of a ***Parent Representative*** (selected by the Superintendent and not involved in the complaint), one principal, one librarian/media specialist and one teacher. The principal, librarian/media specialist and teacher will be selected by the Assistant Superintendent for Curriculum and Instruction or his or her designee on an ad hoc basis. All Committee members will come from schools other than the one involved, and they will give consideration to positions appropriate to the educational level of student(s) affected.

The Curriculum Committee shall be comprised of members of the most recent curriculum review, a ***Parent Representative*** (selected by the Superintendent and not involved in the complaint), and one principal.

- c. Oral and/or written testimony for consideration by the Committee will be limited to the complainant, the teacher or librarian/media specialist

involved, the principal of the school involved, and any other appropriate school district administrator.

d. The Committee will provide a written report and recommendation to the Superintendent after reviewing and considering the following: i) written complaint; ii) principal's report; iii) available professional reviews; iv) applicable curriculum guides; v) objectives, criteria and procedure for initial selection of materials; and vi) merits of questioned materials taken as a whole.

e. The Committee's review, evaluation and recommendations shall be limited to specific matters stated on the form, *Curriculum Objection Form*.

4. Recommendation to the Board of Education

a. The Superintendent will review the Committee's report and recommendations and will submit a recommendation to the Board of Education. The Superintendent will also inform the complainant, Committee members and staff members involved of his or her recommendation.

b. During the next regular meeting following receipt of the Superintendent's recommendation, the Board of Education shall take up the matter and render a decision. The decision of the Board of Education is final.

5. Courses of Action

a. In a materials challenge, the following courses of action are available: (i) no change in status or use of the materials; (ii) provide optional or alternative assignment; (iii) use with professional guidance; (iv) use with parent permission; (v) place materials at a higher grade level; (vi) place other limitations upon use of the materials withdraw from use by all students of the school; or (vii) withdraw materials from all schools in the District.

b. In a curriculum objection, the following courses of action are available: (i) no change in the curriculum; (ii) provide alternative curriculum or program for the complainant's student; or (iii) revision of the curriculum for District-wide or school-wide use.

6. Status During Review

In the absence of extraordinary circumstances, no action affecting the availability to students of previously-approved learning resources and no change in curriculum shall be made until such time as the review process has been completed.

REVISE:
REVIEW:

DRAFT