

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 Cooperative’s curriculum, instructional materials, or programs to the Principal/Program Administrator, 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 Cooperative Complaint Manager for processing under policy 2:260, <i>Uniform Grievance Procedure</i>.</p> <p>Transmits the <i>Curriculum Objection Form</i> to the Executive Director or designee for further action.</p>
Executive Director or designee	<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 Cooperative’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 schools that feed into or from a Cooperative school, provided that the necessary cooperation and information is available; f. Illinois State Learning Standards and any Cooperative learning standards; and g. Any required State or federal student testing. 2. The law and/or the Cooperative 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;

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	<p>4. Reasonable and appropriate alternatives exist; and</p> <p>5. Individual circumstances that support a need for an accommodation exist.</p> <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 Cooperative’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>

Implemented: 3/2023