



8.24 Parent Review of Curriculum and Instructional Materials and Complaint Process

Draft 2

Date of Last Change:

Authorized By: Utah State Board of Education
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1. Purpose

1.1. This policy establishes procedures for the Utah Schools for the Deaf and the Blind (USDB) to involve parents in the adoption, review, and complaint processes regarding instructional materials.

1.2. This policy ensures compliance with Section 53G-4-402(27) and R277-468, which mandate transparency and parental involvement in curriculum oversight.

1.3. This policy does not apply to "sensitive materials" as defined in Section 53G-10-103 or health/human sexuality materials, which are governed by separate USDB policies.

2. Definitions

2.1. Learning Material: Any resource used to support student learning, including textbooks, reading materials, videos, digital materials, websites, and online applications.

2.2. Instructional Material: Learning material that the Board adopts and approves for use within USDB. It does not include materials for concurrent enrollment or external programs where USDB does not select the curriculum.

2.3. Supplemental Material: Learning material that an educator selects for classroom use, which the Board has not formally considered, approved, or prohibited.

3. Parental Access and Transparency

3.1. The USDB shall make all instructional materials readily accessible and available for parent review.

3.2. USDB shall notify parents annually of how they may access and view instructional materials and post clear instruction on it's public website.

3.3. The USDB shall provide an online platform where parents can view the title, author, and description of any material their child borrows from the school library, including a history of borrowed materials.

4. Selection and Adoption Process

In selecting and approving instructional materials, the Board shall follow an open process:

4.1. USDB will form a committee including educators and parents reflective of the school's community when reviewing and recommending materials for adoption.

4.1.1 The committee will be organized under the direction of the Associate Superintendent and consist of USDB educators and interested parents serving as subcommittee members to the USDB Advisory Council.

4.2. Before the public meetings described below, USDB will post recommended learning materials online or make copyrighted materials available at the campus locations for public review.

4.3. Before final adoption, the Board will hold at least two public meetings to allow educators and parents to express their views on the recommendations.

4.3.1 These two meetings may include the USDB Standing Committee and the USDB Board meeting.

4.4. The Board shall adopt or approve materials only during an open and regular board meeting.

5. Supplemental Materials Guidance

5.1. Educators may select supplemental materials for classroom use using their professional judgment, provided the materials align with core standards, and legal requirements.

6. Complaint Process for Instructional Materials

6.1. Parents are encouraged to first discuss concerns regarding materials with the classroom teacher or school principal.

6.2. If a parent files a formal complaint, USDB shall convene a review committee that includes parents reflective of the community.

6.2.1 A formal complaint shall be submitted by a parent, in writing, to the director/principal of the school where the child is attending, who will then contact the Associate Superintendent.

6.2.2. The complaint should include the instructional materials title and a description of the specific content that has caused the concern.

6.2.3 The committee will be organized under the direction of the director/principal's Associate Superintendent and consist of at least one USDB administrator, an educator licensed to teach the content of the curriculum being reviewed, and a number of parents of USDB campus students that are reflective of the school community that exceeds the number of USDB employees serving on the committee by at least one.

6.2.4 The committee will determine the amount of time needed for an adequate review to ensure a thorough review. Thirty school days are preferable, but the process shall be completed within 60 school

days. The administrator will notify the complainant who submitted the complaint of the timeline.

6.3. The formal complaint process and any resulting decisions will be made transparently with the complainant and publicly available.

6.3.1 Prior to the decision of the review committee, an opportunity for public comment regarding the material will be provided at a meeting of the USDB Advisory Council.

6.3.2 The public comment will be recorded and made available to the review committee within 48 hours after the USDB Advisory Council meeting.

6.3.3 The review committee will provide a written report detailing the findings and final recommendation of their review of the instructional materials to the complainant and the USDB Advisory Council in a regularly scheduled meeting.

7. Appeals Process

7.1 If the complainant or an involved parent is dissatisfied with the final recommendation of the USDB Review Committee, they may file a formal appeal.

7.2 A written appeal must be submitted to the USDB Superintendent within 15 school days of the Review Committee's report.

7.3 The USDB Superintendent will issue a final institutional decision within thirty days of receiving the written appeal.

8. Contractual Safeguards

7.1. Any contract with a third party to provide digital materials must require the provider to notify USDB of any material change to the content (excluding regular updates on current events).