

To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: October 10, 2022
Re: Policies and Procedures

As the Superintendent's Policy Committee recommended, please review and discuss the following revisions to the given Board of Education policies and procedures. Please note the summary description and revision highlights underneath each policy or procedure.

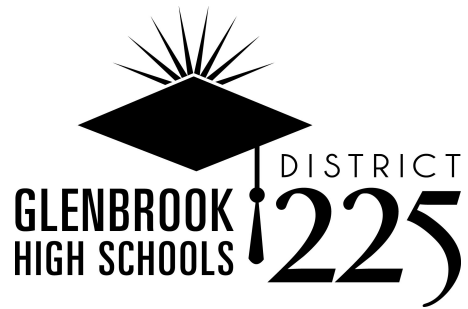
If desired, these recommended policy revisions will be approved at the Board of Education meeting on October 24, 2022.

7180 Policy - Instructional Materials

Summary: This policy establishes the standard by which Instructional Materials are selected and approved, defines Instructional Materials as those being purchased by the district or families, directs concerns about Instructional Materials to 9050 policy and Procedures - Concerns Regarding Curriculum or Related Instructional Materials, and outlines the procurement process for Instructional Materials.

Revision Highlights:

- Section B defines Instructional Materials as curriculum supporting resources that are approved and purchased by the Board or required to be purchased by students/families.
- Section C speaks to the fact that the Board of Education only approves Instructional Materials. Supplemental materials do not require Board approval and may be provided by teachers. If students or parents request alternate materials, such alternatives will be provided so long as, in the teacher's professional judgment, the alternate materials will still meet course requirements.



- Section D directs any concern or complaint regarding Instructional Materials to 9050 Policy and Procedures - Concerns Regarding Curriculum or Related Instructional Materials.
- Section F incorporates topics from 7190 Policy and Procedures - Textbook Selection, Adoption, and Bookstore Operation to describe the procurement process within the 7180 Policy. 7190 Policy and Procedures - Textbook Selection, Adoption, and Bookstore Operation will be sunsetted.

7190 Policy - Textbook Selection, Adoption, and Bookstore Operation

Sunset Policy: These procedures have been incorporated into 7180 Policy - Instructional Materials.

7190 Procedures - Textbook Selection, Adoption, and Bookstore Operation

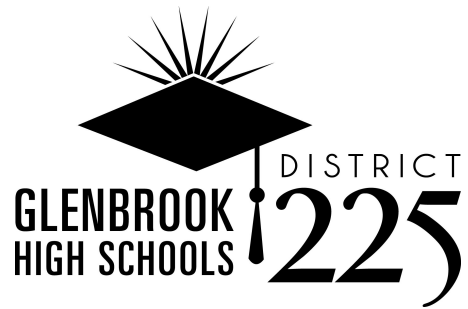
Sunset Procedures: These procedures have been incorporated into 7180 Policy - Instructional Materials.

7200 Policy - Library Materials Selection and Collection Management

Summary: This policy outlines the guidelines and standards for the selection and management of library materials, provides American Library Association reference documents, and directs concerns to 7200 Procedures - Library Materials Selection and Collection Management.

Revision Highlights:

- Section A removes the reference to the American Library Association, as it is later referenced in Section B, Paragraph 5.
- Section B revisions provide numerous language clarifications.
- Section B, Paragraph 5, will provide links to American Library Association documents that offer library materials selection and collection management guidelines.
 - [Freedom to Read](#)
 - [Freedom to View](#)
 - [Labeling Library Materials](#)



- [The Library Bill of Rights](#)
- [Access to Resources and Services in the School Library](#)
- Section B, Paragraph 6, differentiates that a member of the public may inspect library materials, whereas only a resident of the school district may challenge library materials. 7200 Procedures - Library Materials Selection and Collection Management are referenced as the complaint process.

7200 Procedures - Library Materials Selection and Collection Management

Summary: These procedures outline the process for concerns raised by school district residents regarding library material selection and collection.

Revision Highlights:

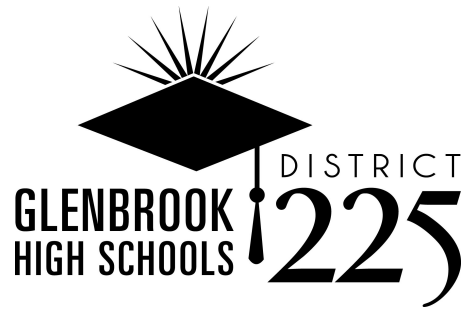
- The last sentence of the introductory paragraph is removed, as it is later stated in paragraph 11.
- Paragraph 4 more clearly outlines the review committee.
- Paragraphs 6 - 11 more clearly outline the appeal process and timeline.

7330 Policy - Controversial Issues

Summary: This policy states that controversial issues are vital to a rich and comprehensive curriculum, offers guidelines for students and staff when engaged in controversial issues, and directs related concerns to be processed with the teacher, instructional supervisor, and principal (or designee) before a formal complaint under [2070 Policy - Uniform Grievance](#).

Revision Highlights:

- Section B, Paragraph 1a, uses the phrase “classroom experiences” to more fully encapsulate the activities of both teachers and students. In addition, it states that classroom experiences should align with the approved department curricula within a classroom environment of respect and rapport.
- Section B continues to provide behaviors and expectations for staff and students regarding controversial issues.



- Section C is an addition to this policy. It directs concerns to be addressed locally within the building with the teacher, instructional supervisor, and principal or designee, before the possible formal complaint process utilizing the 2070 Policy - Uniform Grievance.

7360 Policy - Religion and Education

Summary: This policy prohibits religious instruction or services in school but allows for in-class instruction about religion or religious groups as part of the approved curriculum.

Revision Highlights:

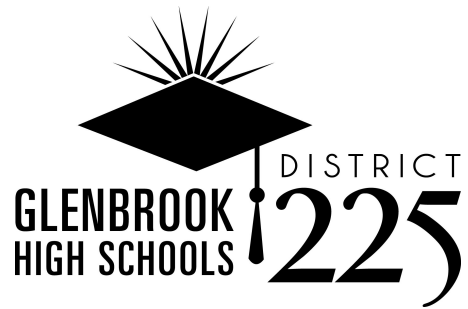
- Section B is removed as it is addressed in 5030 Policy - Community Use of School Facilities.

9050 Policy - Concerns Regarding Curriculum or Related Instructional Materials

Summary: This policy recognizes the responsibility of the Board to consider concerns regarding Curriculum or Instructional Materials by residents of the school district, states that the final decision on curricular matters rests with the Board, and directs concerns regarding Curriculum or Instructional Materials to 9050 Procedures.

Revision Highlights:

- Section A references Instructional Materials standards in the 7180 Policy - Instructional Materials.
- Section B states that some matters of curriculum are mandated by Illinois law.



9050 Procedures - Concerns Regarding Curriculum or Related Instructional Materials

Summary: These procedures outline the process for concerns raised by residents of the school district regarding Curriculum and Instructional Materials.

Revision Highlights:

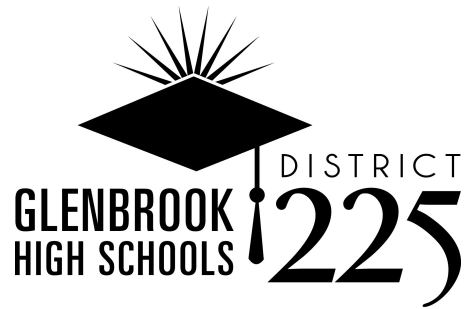
- These procedures are now more closely aligned with the complaint process provided in 7200 Procedures - Library Materials Selection and Collection Management.
- The first three steps of these procedures emphasize the importance of discussing concerns locally in the building with the teacher, instructional supervisor, and principal or designee.
- The remaining procedures will be used if a formal complaint is offered in writing. A committee structure and a calendar for possible appeals are provided. The complaint form utilized is similar to the form used in 7200 Procedures - Library Materials Selection and Collection Management.

9200 Policy - Distribution of Advertising, Communications, Materials, or Literature in Schools/On School Grounds Provided by Non-School Related Individuals or Entities

Summary: This policy states that the district has not established an open forum for the distribution of information by non-district individuals or entities, establishes that all materials distributed are aligned with the district's mission and are school-sponsored, allows for Board approved commercial advertisements, and provides the procedures for requests and approvals of any such outside material or information.

Revision Highlights:

- Sections A, B, and C clarify language.
- Section D clarifies language and references Policy 7180 - Instructional Materials, Policy 7200 - Library Materials Selection and Collection Management, Policy 7330 - Controversial Issues, Policy 7360 - Religion



and Education, Policy 9050 - Concerns Regarding Curriculum or Related Instructional Materials, and Policy 9250 - Corporate Sponsorship.

- Section E refers to appeals to Policy 2070 - Uniform Grievance.
- Section F incorporates 9200 Procedures.

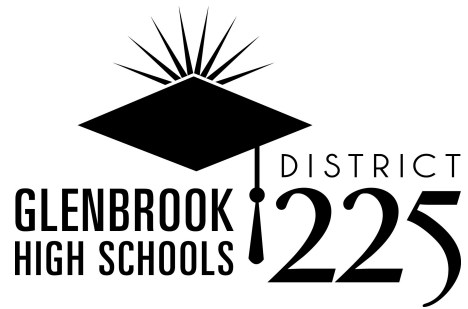
9200 Procedures - Advertising and Distributing Materials or Literature in Schools/On School Grounds Provided by Non-School Related Entities

Sunset Procedures - These procedures have been incorporated into 9200 Policy - Distribution of Advertising, Communications, Materials, or Literature in Schools/On School Grounds Provided by Non-School Related Individuals or Entities.

Legal counsel and multiple stakeholder groups have processed the previous recommendations. The following timeline outlines the facilitated discussions and review process.

Timeline of Facilitated Discussions and Review Process

- 6/13 - Legal Counsel
- 6/17 - Legal Counsel
- 6/24 - Legal Counsel
- 7/14 - Legal Counsel and Building Principals, Associates, and Assistants
- 7/14 - Policy Committee
- 7/20 - Legal Counsel
- 7/26 - Legal Counsel and GEA President
- 8/2 - Legal Counsel presentation to All Administrators
- 8/4 - Legal Counsel
- 8/4 - Policy Committee
- 8/8 - Head Librarians (7200 Policy)
- 8/9 - Policy Committee
- 8/17 - Legal Counsel
- 8/17 - GEA President
- 8/17 - Policy Committee



- 8/22 - Cabinet
- 8/23 - GEA President
- 8/26 - Policy Committee
- 9/2 - Legal Counsel, GEA Leadership, Building Principals, Associates, and Assistants
- 9/6 - GBN and GBS Building Administrative Teams
- 9/6 - Cabinet
- 9/7 - GBN and GBS Instructional Leadership Teams
- 9/12 - GBN and GBS Building Administrative Teams
- 9/12 - Cabinet
- 9/19 - Cabinet
- 9/21 - Assistant Superintendent for Educational Services and Principals
- 9/23 - GEA Leadership and Administration
- 9/27 - Cabinet
- 9/28 - GBN and GBS Instructional Leadership Teams
- 10/3 - Cabinet
- 10/3 - Policy Committee
- 10/10 - Legal Counsel and Board of Education first read and discussion
- 10/24 - Legal Counsel and Board of Education second read and approval (anticipated)