

Concerns Regarding Curriculum or Related Instructional Materials

Section A

The Board of Education recognizes the right of any resident of the school district~~citizens~~ to register legitimate concerns regarding curriculum or related Instructional Materials. To facilitate ~~an~~ orderly management of these concerns, a person who wishes to express a concern regarding curriculum or related instructional materials should follow the procedures below.

If a complaint is made, the following procedure will be followed:

1. In an effort to resolve a concern, the individual expressing concern will first discuss the concern with the appropriate teacher.
2. If the concern still exists, the individual expressing concern will discuss the concern with the appropriate instructional supervisor.
3. If the concern still exists, the individual expressing concern will discuss the concern with the principal and/or designee.
4. An individual who wishes to register a formal complaint should submit the "Request for Reconsideration of Curriculum or Instructional Materials" form in writing to the building principal.
5. Challenged material will be kept in circulation during the reconsideration process; however, access to challenged materials shall be denied to the student(s) of the complainant upon the complainant's written request.
6. Upon receipt of the written complaint, the principal will meet with the complainant and review the matter with the appropriate staff. The principal also will convene the standing committee to review the complaint. If the complaint is registered because the complainant has a student(s) enrolled in an elective course, the principal may recommend that the student(s) be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a teacher, a parent, and a student. Additional members may be added to the committee at the discretion of the principal or designee. The committee will offer a written report presenting findings and a recommendation to retain or exclude the challenged material within 20 working days of receipt of the complaint.
7. Within 30 working days from receipt of the complaint, the principal will make a determination. Copies of the principal's determination will be sent to the complainant and the superintendent.
8. The complainant may appeal the principal's decision in writing to the superintendent within 10 working days.
9. Upon receipt of the appeal, the superintendent will arrange for a conference with the complainant and others the superintendent may wish to involve to discuss the complaint.
10. The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the complainant and the building principal.

11. The complainant may appeal the superintendent’s decision to the Board of Education within 10 working days.
12. The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent’s determination. The final decision regarding the complaint will rest with the Board of Education. A decision by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the employee involved in the instruction, curriculum, or use of the material.

The timeline set forth herein shall be adhered to when possible, but may be extended at each level upon reasonable cause.

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1. ~~The individual is encouraged first to discuss the concern with the appropriate Instructional Supervisor.~~
2. ~~An individual who wishes to register a formal concern should submit the “Request for Reconsideration of Curriculum or Instructional Materials” form complaint concern in writing to the building principal. The statement should cite evidence to support the concern, and should identify and be signed by the individual raising the concern and identified so that a response may be provided.~~
3. ~~Upon receipt of the written concern, the principal will meet with the individual raising the concern complainant and review the matter with the appropriate instructional supervisor and staff faculty. The principal also may convene appoint the an standing ad hoc committee to review the concern. If the concern is registered because the individual raising the concern has a complainant’s child is enrolled in an elective course, the principal may recommend that the student be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a teacher, a parent, and a student.¶¶~~
4. ~~Within 20 working days from receipt of the concern, the principal will make a determination. Copies of the principal’s determination will be sent to the individual raising the concern complainant and the superintendent.¶¶~~
5. ~~The individual raising the concern complainant may appeal the principal’s decision in writing to the superintendent.¶¶~~
6. ~~Upon receipt of the appeal, the superintendent will arrange for a conference with the individual raising the concern complainant and others the superintendent may wish to involve to discuss the concern.¶¶~~
7. ~~The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the individual raising the concern complainant and the building principal.¶¶~~
8. ~~The complainant may appeal the superintendent’s decision to the Board of Education.¶¶~~
9. ~~The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent’s determination. The final decision regarding the concern will rest with the Board of Education.¶¶~~

Request for Reconsideration of Curriculum or Instructional Materials

The Board of Education of District 225 has established reconsideration procedures to address possible concerns about Curriculum or Instructional Materials. Completing this form initiates those procedures.

If you wish to request reconsideration these resources, please return the form to:
Principal, Glenbrook North High School or
Principal, Glenbrook South High School

Name
Date
Address
City, State, Zip Code
Phone
Who are you representing? (mark with an X) Yourself__ Organization__ (Name)
Material: (mark with an X) Book__ Electronic__ Magazine__ Newspaper__ Video__ Other__
Title:
Author:
Publisher / Producer:
Have you examined/read the entire resource? Yes__ No __
What brought this material to your attention? (use other side or additional pages if necessary)
What concerns you about the material? (use other side or additional pages if necessary)
Are there other materials you would suggest to provide additional information and/or viewpoints on this topic? (use other side or additional pages if necessary)
Signature of Complainant
Date



Adopted: ~~April 7, 1975~~

Revised: ~~April 8, 2002~~

Revised: TBD