PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

The Lake Forest School District uses instructional resources to assist teachers with following the curriculum, teaching the standards and increasing student achievement. Parents/guardians or students may find cause to object to textbooks, library materials and other instructional materials. Questioned material will not be removed from the school prior to a final decision. In the case of a complaint, the following procedures will be followed:

- All complaints to staff members shall be reported to the Building Administrator. A conference with the complainant will be held within five (5) business days of receiving the request. A formal decision will be communicated within five (5) business days of the conference.
- If the complainant disputes the decision of the Building Administrator or designee, they have the right to appeal to the Chief Academic Officer within five (5) business days of receiving notification. The Chief Academic Officer will investigate the concern. A conference will be held with the complainant within five (5) business days of receiving the request. A formal decision will be communicated within five (5) business days of the conference.
- If the complainant disputes the decision of the Chief Academic Officer, an appeal may be made to the Superintendent. A conference with the complainant will be held within ten (10) business days of receiving the request. A formal decision will be communicated within five (5) business days of the conference.
- If the complainant disputes the decision of the Superintendent, an appeal may be made to the Lake Forest Board of Education within five (5) business days of receiving notification. The Board's decision will be final.

Revised: December 8, 2022; October 24, 2022; June 28, 2018; November 12, 2015