

TO: (PARENT OR CITIZEN INITIATING A COMPLAINT)

FROM: (SUPERINTENDENT)

RE: COMPLAINT ABOUT TEXTBOOKS OR INSTRUCTIONAL MATERIALS

It is usually best to deal with complaints at the school level. It is my suggestion that before you file a request to process your complaint, you meet with the principal, program director or Director of Teaching and Learning to discuss the issue. In most cases, a problem can be solved through such a meeting. If the problem is not solved at that level, it can then be appealed through administrative channels to the superintendent and then the Board of Education, if necessary.

Therefore, I urge you to first discuss this with the individuals involved. Then, if you are not satisfied, complete the attached form and return it to my office, thereby advancing your complaint to me.

It is the district's desire to process public complaints as fairly and expeditiously as possible. The procedure provides the public with a simple and effective way to deal with problems. It also allows for due process rights of employees to be protected.

If you wish any additional information before initiating this process, I will be glad to assist you.

HUTCHINSON PUBLIC SCHOOLS, DISTRICT NO. 423

REVIEW OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

This form is to be completed by any citizen of the school district or parent/guardian of a student attending Independent School District No. 423 to process a concern about a program or curriculum of the district.

I wish to have the district process my concern about (name textbook or instructional material): _____

(Grade level/class where material is used)

(Date) (Signature)

(Telephone) (Address)

1. These are my specific concerns: ...It is my opinion that ...

2. I have reviewed/discussed these concerns with the following school district employees: _____

3. My recommendation for improving the program or curriculum:

4. I have observed the situation myself: _____ (Yes) _____ (No)