

Review of Textbooks and Instructional Materials

These procedures are intended to resolve concerns of citizens of the school district or a parent/guardian of a student attending Independent School District No. 423. Most problems can be resolved by an informal meeting between the citizen and the program director, principal or Director of Teaching and Learning. If the problem is not resolved at that level, it can be appealed through administrative channels to the Board of Education, if necessary. Complaints must be filed within 60 school days from the date of the last informal meeting.

The following steps apply to the processing of a complaint that cannot be resolved through informal means. This administrative resolution process should be completed within 30 working days and each step should be completed within 10 workdays.

Step 1: The Superintendent of Schools shall forward the completed complaint form to the appropriate building principal, program director or Director of Teaching and Learning (hereinafter referred to as principal) for resolution.

- a) The principal shall attempt to settle the complaint at the level closest to the problem to be resolved.
- b) If a settlement is reached, the principal shall send a copy of the process used to resolve the complaint and a short report describing the settlement (signed by all parties) to the superintendent.
- c) If the complaint is not resolved, the principal will forward the complaint to the superintendent for further action.

Step 2: The Superintendent of Schools, at his/her discretion, may either select to review the problem or forward the complaint to his/her designee for review. If circumstances warrant, the superintendent may use an independent outside adjudicator to review the complaint.

Step 3: The adjudication process to be used by the superintendent, designee or outside adjudicator shall result in a written report and will normally involve most of these components:

- a) clarification of complaint with originator;
- b) written response to the complaint by principal, program director or Director of Teaching and Learning;
- c) one or more hearings to gain information and insight;
- d) review of all documents and testimony;

- e) preparation of a written adjudication report (copies provided to originator of complaint, principal, program director or Director of Teaching and Learning).

Step 4:

If both parties to the complaint agree with the decision of the adjudication report, the superintendent shall apprise the Board of Education of the complaint and its disposition. If either of two principal parties to the complaint disagrees with the decision of the adjudication report, it may be appealed to the Board of Education. The Board of Education should hear and rule on the appeal within 30 work days of the date of the appeal to the board.

**ADMINISTRATIVE PROCEDURE TO IMPLEMENT REVIEW OF
TEXTBOOKS AND INSTRUCTIONAL MATERIALS COMPLAINT**

Date _____

Each step should occur within 10 working days unless indicated otherwise. All parties to the complaint must be informed of the 10 day requirement in each relevant written communication.

Completed Steps:

_____ 1. Superintendent of Schools forwards written complaint to building principal, program director or Director of Teaching and Learning for resolution at school level.

_____ a. Principal meets with citizen(s) of the school district or a parent/guardian of a student attending Independent School District No. 423 involved in requesting resolution of concern. Principal investigates complaint and takes appropriate action.

_____ b. Principal sends a copy of the process used to resolve the concern/complaint and a short report to the Superintendent describing the action taken. The report shall be signed by all involved parties. Signatures indicate presence at the meeting.

_____ c. Either party may appeal the decision, in writing, to the Superintendent within ten (10) working days.

Signature of Principal

_____ 2. Superintendent elects to review the concern/complaint or forward it to his/her designee.

_____ 3. Written report sent to all involved parties. (10 working days)

_____ 4. If either party disagrees with the reviewer's findings, the decision may be appealed to the Board of Education. The appeal should be submitted, in writing to the Superintendent within 10 working days. The Board of Education shall hear and rule on the appeal within 30 working days of the appeal to the board.