

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

The procedure for filing a complaint concerning learning resources is as follows:

1. The complaint should be filed in writing with the principal on the “Request for Reconsideration of Learning Resources” form KLB-E. This form may be obtained from the principal or the Central Office.
2. A review committee shall be selected consisting of any combination of the following: principal, division administrator, library media specialist, classroom teacher, a parent, community representative or student.

The responsibilities of the committee members are to:

- a. read, view or listen to the challenged material;
- b. read several reviews, if available;
- c. check standard selection aids;
- d. talk with persons who may be knowledgeable about the material in question and similar material;
- e. discuss the material;
- f. make a decision to recommend retaining or withdrawing the material.

The Director of Instruction or appointed committee chairperson shall be responsible for:

- a. filing the recommendation of the committee with the principal and the superintendent or superintendent’s designee;
 - b. notifying the complainant of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision to the superintendent or superintendent’s designee and, then, to the School Board.

Adopted: December 13, 1994 (*Formerly KEC*)

Revised: December 13, 2016

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.
8 VAC 20-720-160.

Cross Refs.:	IIA	Instructional Materials
	IGAH	Family Life Education
	INB	Teaching About Controversial Issues
	KL	Public Complaints
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships