

## 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 consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene.

The responsibilities of the committee 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;
  - g. file the recommendation of the committee with the principal and the superintendent or superintendent’s designee;
  - h. notify 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: June 28, 2002

Revised: May 2, 2006; June 24, 2008; June 30, 2022

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

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| 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 |