

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

The selection of learning resources is delegated to the school superintendent or his/her designee. Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources shall be presented in writing using KLB-E, "Request for Reconsideration of Learning Resources" form, which may be obtained from the principal or the central office. The standards and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level shall be submitted to the superintendent or his/her designee. The decision of the superintendent may be appealed to the School Board or reviewed at the Board's request. The decision of the Board will be final.

Adopted: April 9, 2012

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

8 VAC 20-170-10.

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

**ESSEX SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Request By	_____		
Representing	_____	Myself	
		Organization or Group	
	_____	(please identify)	_____
Address	_____	E-mail address	_____
Telephone	_____		
How do you prefer to be contacted?	_____		
Title or Description of Item	_____		
Author or Editor	_____		
Type of Material (book / film / record / speaker / software / other (specify))	_____		

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?
 YES NO
2. Have you discussed this material with school staff who ordered it or who use it?
 YES NO
3. Are you aware of evaluations of this material by professional critics?
 YES NO

If no, would you be interested in receiving this information?
 YES NO
4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

5. Does the general purpose for the use of the material, as described by the school staff or in the Essex school division's program objectives, seem a suitable one for you?
- YES NO

If not, please explain (attach additional material, if necessary)

6. What action[s] would you like to see the school take regarding this material?

Do not assign it to my child The school should reevaluate the material

Other—

Explain: _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? YES NO

If yes, please identify your suggestions.

Signature _____

Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL