

REVIEW PROCESS FOR PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

Bristol Virginia Public Schools strive to present the most valuable learning experiences through the use of curriculum, instructional, supplementary and library materials. At times, an individual may have concerns that some materials may not be appropriate. In those cases, a complaint may be filed, which will initiate a review of the learning resources.

The following individuals may file an Instructional, Supplementary, or Library Material Complaint:

- A parent/guardian of a Bristol Virginia Public Schools' student
- A Bristol Virginia Public Schools' teacher
- A Bristol Virginia Public School Board member on his/her own behalf or for a parent of a Bristol Virginia Public Schools' student

There are three levels of responsibility for a review of Instructional, Supplementary, or Library materials:

1. Level One: Conference with School Principal
2. Level Two: School Review Committee
3. Level Three: Bristol Virginia Public Schools' Review Committee

Level One: Conference with School Principal

1. If a complainant is concerned about a material, a conference shall be held with the principal and the teacher or librarian who shall discuss the use of the material.
2. If the complainant is a parent and requests the material be withdrawn from use with his or her child, the principal may honor the request if he or she decides that the substitution of other instructional, supplementary, or library material is appropriate. The material shall not be withdrawn from use with other students at this time.
3. If the complainant desires further action concerning instructional, supplementary, or library materials the principal shall provide him or her with the "Request for Consideration of Learning Resources" form (File KLB-F). The form is due within seven (7) school days after the principal's conference. The principal shall notify the Superintendent or Superintendent's designee in writing that the material is under consideration. The principal will also notify involved school instructional personnel that the material is under consideration.

Level Two: The School Review Committee Shall:

1. Upon receipt of a completed "Request for Consideration of Learning Resources" form (File KLB-F), the principal shall establish and convene a review committee within seven (7) school days to include at least one administrator, two teachers (one of whom to be the teacher using the instructional or supplementary material or librarian if library material), at least one community member, and if at the middle/high school level one student.
2. The School Review Committee Shall:
 - a. Review the completed "Request for Consideration of Learning Resources" for (File KLB-F).
 - b. Review the material in question with consideration of professional review sources if appropriate.
 - c. Provide the complainant the opportunity to present their view.
 - d. Determine a recommendation concerning the continued use of the material.
 - e. Inform relevant instructional personnel of the recommendation.
 - f. Turn all relevant documentation, committee meeting notes, and correspondence into the principal.
 - g. Notify principal of the recommendation who will provide a written response to the complainant.
 - h. The principal will forward a copy of the "Request for Consideration of Learning Resources" (File KLB-F), the committee's recommendation, and written response to the complainant to the Superintendent or the Superintendent's designee.
3. Appeal
 - a. The School Review Committee decision can be appealed to the Bristol Virginia Public Schools Review Committee.
 - b. The Complainant shall inform the principal in writing they wish to appeal the decision of the School Review Committee. Upon receipt of the written appeal notice, the principal shall inform the Superintendent or the Superintendent's designee and forward a copy of the written appeal.

Level Three: Bristol Virginia Public Schools' Review Committee

1. Upon receipt of an appeal of the decision of the School Review Committee, the Superintendent or Superintendent's designee shall call a meeting of an ad hoc committee for the appropriate school level within ten (10) school days. Elementary school level committees shall consist of one principal, two teachers, one librarian, and two parents. High/middle school level committees shall include at least one student as well. Members of School Review

Committee from which an appeal is received may not serve on the Bristol Virginia Public School's Review Committee.

2. The Review Committee shall:
 - a. Review the written recommendation from the school committee and all relevant materials.
 - b. Invite relevant instructional members to discuss the material.
 - c. Examine reviews and authoritative list of the material available.
 - d. Invite the complainant to appear before the committee to explain concerns regarding the material, if the complainant does not appear, the Bristol Virginia Public Schools' Committee will discontinue the review and the School Review Committee's decision will stand.
 - e. Provide a written report of recommendations to the Superintendent or Superintendent's designee.
 - f. The Superintendent or Superintendent's designee shall provide a written response to the complainant, the appropriate instructional supervisor and school principal.

ADOPTED:

LEGAL REF: Code of Virginia, 1950, as Amended 22.1-253.13:7. C.2
8 VAC 20-170-10

CROSS REF: IIAB Supplementary Materials: Selection, Use
IIAB-R Supplemental Materials Selection & Adoption
IGAH Family Life Education
KL Commercial, Promotional and Promotional Sponsorships & Partnerships