

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM
OR INSTRUCTIONAL MATERIALS**

If there are objections concerning instructional materials by Alexandria residents, the procedure for filing a complaint will be 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, or online from the school division website.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student, and the person making the complaint will convene.

The responsibilities of the committee will be 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 designee;
 - h. notify the person making the complaint of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision, in turn, to the Superintendent or designee and then, to the School Board.

Adopted: November 21, 1996

Amended: December 16, 2004

Amended: June 23, 2016

Legal Refs.: Code of Virginia, 1950, as amended, section [22.1-253.13:7\(D\)\(2\)](#)
[8 VAC 20-720-160](#)

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