

COMMUNITY RELATIONS

Complaints from ~~the Public~~ Citizens: Challenged Controversial Curricular Materials

A. Generally

Instructional materials, whether course text, supplemental, or library materials prescribed as part of the required course curriculum, may be challenged by adult students, parents/legal guardians of minor students or citizens who reside within Virginia Beach who do not have children in VBCPS of the School Division. This does NOT include ancillary resources selected by the student to supplement, enhance or extend learning.

B. Procedures

- ~~1. Upon the receipt of a complaint from an adult student or the parent/legal guardian of a minor student, the principal will schedule a conference with the complainant and the person using the material. All parties at this conference will be apprised in advance of the material being challenged and provided adequate time for review of materials. The procedures for citizens who do not have a student in the School Division begin with number four (4) in this section by requesting the "Request for Reconsideration of Instructional Materials" form from the School Division's Chief Academic Officer.~~
- ~~3. If the complainant requests the material be withdrawn from use with his or her child, the principal may honor the request if he or she decides that the substitution of other instructional material is appropriate.~~
- ~~5. Material may not be withdrawn from use with other students unless the decision is made to do so after following the process in this Regulation.~~
 1. If a citizen wishes to challenge instructional material as a part of the required course curriculum, he/she must submit the request in writing, stating specific evidence and concerns, to the CAO.
 2. The CAO or designee will review the request and contact the complainant to discuss the concerns within 5+0 school days.
 3. The CAO will then notify the complainant of his/her decision within 105 school days.
- ~~6.~~4. If the complainant desires further action, such as removal of the material from the School Division's curriculum, the ~~principal~~CAO or designee will provide the form "Request for Reconsideration of Instructional Materials" for the complainant to complete. ~~Citizens who do not have a student in the School Division should contact the School Division's Chief Academic Officer to ask for a "Request for Reconsideration of Instructional Materials" form.~~
- 4.

~~7.5.~~ The complainant will send a completed “Request for Reconsideration of Instructional Materials” form to the Chief Academic Officer within 3 school days. Upon receipt of the completed form, the Chief Academic Officer will establish elementary and secondary standing committees to review requests for reconsideration of materials.

~~8.6.~~ The committee will assess the material and submit a written response to the Chief Academic Officer within thirtyfourty-five (345)20 school days.

~~9.7.~~ The Chief Academic Officer will inform the Division Superintendent of the committee's decision within five (5) school days of receipt of recommendation.

~~8.~~ ~~With t~~The Division Superintendent's ~~concurrence,~~will notify the Chief Academic Officer of his/hertheir his/her decision to accept or overrule the recommendation. The CAO will notify the complainant of the committee's decision within five (5) school days of receiving the Division Superintendent's decision.

~~10.9.~~ The decision of the Superintendent is final and no further appeals are available.

~~If the complainant desires further action, the complainant shall submit a request in writing to the Chairman of the School Board within five (5) days of receipt of the decision. The Chairman will determine the review and/or hearing process to be employed by the School Board in each case.~~

Approved by Superintendent: July 16, 1991
Revised by Superintendent: August 14, 1993
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