

1 **Process for Responding to Request for Reconsideration of Learning Resources**

2 Alexandria City Public Schools (ACPS) carefully selects suitable learning resources. Despite the
3 qualifications and expertise of persons involved in that selection process, it is recognized that
4 occasional objections to materials will be made by the public. It is, therefore, the policy of the
5 Alexandria City School Board to provide channels of communication and a fair procedure for
6 members of the community to follow in expressing and resolving concerns about learning
7 resources, including instructional materials, used in teaching the curriculum.

8 The use of Alexandria City Public Schools (ACPS) learning resources may be examined or
9 reconsidered, on request, by:

- 10 • any resident of Alexandria, Virginia, or
11 • an employee of ACPS.

12 Resources will not be removed during the reconsideration process.

13 People may only request one Local School Review Committee or Alexandria City Public Schools
14 Review Committee review in a 60-day period.

15 **Requesting a Review**

16 People considering asking ACPS to reconsider a resource are requested to read the resource in its
17 entirety prior to requesting the resource be reconsidered. Please contact the local school for a copy
18 of the instructional resource. Depending on copyright, the potential complainant might be required
19 to review the resource at the school.

20 If, after reviewing the resource, the person would like to pursue a complaint they should contact
21 the local school where the questioned resource is used. The request for reconsideration is then
22 initiated through the school’s principal.

23 **Review Process**

24 ACPS has adopted a four level review process. If a complainant is not satisfied with a decision,
25 they may escalate to another level as described in the process.

26 **Level One: Conference with the principal**

27 If the concern is related to an instructional or library resource held in a local building, a
28 conference is held with the principal and the teacher or librarian who discuss the use of the
29 resource. If the complainant is not satisfied with the conference:

- 30 • If the request is for the resource to be withdrawn from use for a particular student, the
31 principal may honor the request and offer to substitute another appropriate resource.
32 • If the request is for reconsideration of a local school resource to be withdrawn from the
33 school, the complainant will be provided with the Reconsideration of School Resources
34 form and the request is moved to a Local School Committee Review.
35 • If the request is for reconsideration of a division-wide adoption (textbooks or
36 supplemental materials purchased for written curriculum), the complainant will be

37 provided with the Reconsideration of Resources form. The principal will notify the
38 executive director of instructional support of the request for resource reconsideration.
39 The request then is moved immediately to an Alexandria City Public Schools Review
40 Committee.

41 **Level Two: Local School Committee Review**

- 42 • Complainants must have read/viewed the resource in its entirety prior to completing
43 the Request for Reconsideration form.
- 44 • Upon receipt of the completed Reconsideration of School Resources form, including a
45 certification that the complainant has read/reviewed the material in its entirety, the
46 principal establishes a review committee to include:
 - 47 ○ An administrator who is not the school principal;
 - 48 ○ Two teachers (one of whom should teach at the grade level or content area in
49 which the material is used);
 - 50 ○ The building librarian; and
 - 51 ○ A student, if the resource is used at the high school level;
- 52 • The committee meets within 20 teacher work days of receiving the request. The
53 committee may choose to consult the specialist of the content area and/or the
54 coordinator of library services, however they are not considered committee members.
- 55 • The committee shall:
 - 56 ○ Review the completed form;
 - 57 ○ Review the challenged resource in its entirety;
 - 58 ○ Provide an opportunity for the complainant to provide a rationale for its removal
59 from the classroom or library;
 - 60 ○ Review the rationale provided by the impacted classroom teacher or librarian;
 - 61 ○ Write a recommendation for the continued use or removal of the resource; and
 - 62 ○ Propose a recommendation to the principal for review.
- 63 • The principal responds to the complainant in writing, with the recommendation of the
64 committee and the principal's decision, within five working days of receiving the Local
65 School Committee Review recommendation.
- 66 • A copy of all correspondence will be kept at the building level.
- 67 • The principal notifies the executive director of instructional support of the outcome of
68 the reconsideration.
- 69 • The complainant has 10 work days to appeal the decision to the Alexandria City Public
70 Schools Review Committee.
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72 **Level Three: Alexandria City Public Schools Review Committee**

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- Upon notification of an appeal or request for reconsideration of resources selected by division-wide adoption, the executive director of instructional support or designee will form a committee to review the request. Persons who served on the Local School Committee Review Team should not serve on the Alexandria City Public Schools Review Committee.
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- The committee should be composed of:
 - One administrator from the appropriate level;
 - Two teachers (one of whom should teach at the grade level or content area in which the material is used);
 - One librarian from the appropriate level;
 - The specialist of the content area and/or coordinator of library services; and
 - One student if the resource is used at the high school level.
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- The committee members:
 - Study the recommendation from the Local School Committee, if appropriate;
 - Review the reconsideration request form if the review is a request for reconsideration of city-wide resources;
 - Invite appropriate members of the instructional staff to provide rationale for the inclusion of the resource;
 - Invite the complainant to provide rationale for the removal of the resource; if the complainant does not wish to provide rationale, the committee will discontinue the review and either the local school decision will stand and/or the Alexandria City Public Schools Review Committee will be dissolved;
 - Propose a recommendation to the executive director of instructional support.
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- The committee meets within 20 teacher work days of receiving the request.
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- A copy of all correspondence will be kept at the department level.
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- The executive director of instructional support will respond to the complainant in writing with the recommendation of the committee and the chief of teaching, learning and leadership's decision within 10 work days of receiving the appeal or the reconsideration request.
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- The executive director of instructional support will appraise the chief of teaching, learning and leadership and the Superintendent of the actions of the committee.
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- The complainant has 10 workdays to appeal the decision of the Alexandria City Public Schools Review Committee to the Superintendent.
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- The complainant has 10 workdays to appeal the decision of the Superintendent to the Board through the Clerk of the Board.
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109 **Level Four: Alexandria City School Board Review**

- 110 • If the Clerk of the Board receives a request to appeal the decision of the Superintendent,
111 they inform the Board Chair within two working days.
- 112 • The Board Chair will notify all members, verbally or in writing, that the appeal has
113 been received. If no member advises the Chair of an interest in considering the matter
114 within five working days after receipt of notification from the Chair of the request, the
115 Chair will send a letter to the requestor stating that the School Board has elected not to
116 review the Superintendent’s decision.
- 117 • If any member of the Board believes the Board should consider the matter, that member
118 shall notify the Chair within five working days after receipt of notification of the
119 request from the Chair. The Chair will then schedule the matter for consideration at a
120 meeting of the Board which will include the opportunity for public comment.
- 121 • Within five working days of the meeting where the matter is considered, the Chair will
122 notify the complainant of the Board’s decision. This decision is final and cannot be
123 appealed.

124 **Reconsideration of a School Board decision**

125 If a complaint has been escalated through the process to the Alexandria City School Board, new
126 requests for reconsideration of the same learning resource at the school- or division-level will not
127 be considered for three calendar years from the date of the Board’s decision.

128 **Definitions**

129 “Textbook” – Learning resources adopted by the Board according to policy IIAA – Textbook
130 Selection and Adoption

131 “Supplementary Instructional Materials” – Learning resources selected by the Department of
132 Teaching, Learning, and Leadership according to policy IIAB – Supplementary Materials
133 Selection and Adoption

134 “Library Resources” – Learning resources selected by school librarians according to regulation
135 IIBD-R – Collection Development & Circulation Regulations.

136 Adopted: NEW

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138 Cross Refs: IIA - Instructional Materials
139 IIAA – Textbook Selection and Adoption
140 IIAB – Supplementary Materials Selection and Adoption
141 IIBD-R - Collection Development & Circulation Regulations
142 KLB - Public Complaints About the Curriculum or Instructional Materials
143 KLB-E - Request for Reconsideration of Learning Resources