



Book	Policy Manual
Section	Section I - Instructional Program
Title	Copy of SUPPLEMENTARY MATERIALS COMPLAINTS
Code	IIABB
Status	Second Reading

SUPPLEMENTARY MATERIALS COMPLAINTS

The Rockingham County School Board places with its teachers and librarians the responsibility for the selection, approval, and use of supplementary materials. Despite the care taken in selecting suitable and age-appropriate supplementary materials, and despite the qualifications and expertise of Rockingham County Public Schools teachers and librarians, the School Board recognizes that parents or guardians may object to certain materials, or certain materials may otherwise contain sexually explicit content. Therefore, the School Board establishes the following processes and procedures for parents and guardians to follow in expressing and resolving concerns about supplementary materials.

Sexually Explicit Content Complaint Procedure

Complaints about supplementary materials containing sexually explicit content will be presented in writing using the "Sexually Explicit Content Complaint Form" provided for in this Policy, which may be obtained from the principal, the central office, or the School Board policy manual on the RCPS website. The standard procedure of review for supplementary materials containing sexually explicit content shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Challenges will be submitted to building principals, but referred directly to the Content Review Committee ("CRC") for review. The CRC will review the challenged supplementary materials in accordance with Policies IIAB and IIABA and the criteria set out therein and provide a recommendation to the Superintendent. The Superintendent will review the CRC's recommendation and provide his or her own recommendation to the School Board. The School Board's decision will be final.

Procedure

A parent or guardian of a student who challenges the use of a Supplementary material, whether located in a classroom library, school library, or elsewhere, which purportedly contains sexually explicit content, should be given an explanation of the following procedure for challenged Supplementary Materials. The complainant should reasonably make himself or herself available to meet with or provide further information to the CRC as the CRC undertakes its review.

1. The principal should assist the complainant in filing a complaint by using the "Sexually Explicit Content Complaint Form." The principal should then submit the form and the challenged supplementary material to the Superintendent or designee.
2. The Superintendent or designee will convene the CRC to review the challenged supplementary material, prepare a written report, and submit its recommendation to the Superintendent. The CRC shall include seven (7) members, including: (i) a school librarian or teacher; (ii) an Assistant Superintendent; (iii) the Supervisor of English; (iv) four (4) parents, guardians, or other community members. The CRC will be appointed by the Superintendent at the beginning of the academic year and it will serve for the duration of that academic year including through the summer. The CRC will have up to ninety (90) days to review the challenged supplementary material and provide a recommendation to the Superintendent. The School Board may, for good cause, approve reasonable extensions to the CRC review period; such extension requests may be made by the Superintendent. The Superintendent will review the CRC's recommendation and provide his or her own recommendation to the School Board.
3. The School Board will make the final decision by instructing the principal to retain, modify, or remove the challenged supplementary material. The School Board's decision will apply to all schools within Rockingham County Public Schools, not just the school from where the complaint originated.
4. Once the supplementary material has gone through the procedure described herein and a decision has been made by the School Board, the decision regarding the specific supplementary material (e.g. the book or title at issue) will stand and RCPS will not entertain another complaint about that material for two years from the time of the School Board's decision.

Supplementary Materials Complaint Procedure

Complaints about supplementary materials that do not otherwise contain sexually explicit content, will be presented in writing using the "Media Complaint Form" provided for in Policy IIAC, which may be obtained from the principal, the central office, or the School Board policy manual on the RCPS website. The standard procedure of review for supplementary materials shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Supplementary 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 will be submitted to the Superintendent or designee. The Superintendent or designee's decision may be appealed to the School Board or reviewed at the School Board's request. The School Board's decision will be final.

Teachers and librarians will work with parents and guardians to ensure that their child's supplementary material selections are appropriate based on guidelines or preferences provided by the parent or guardian on a case-by-case basis.

Procedure

The complaint process for all supplementary materials other than sexually explicit content shall follow the process outlined in Policy IIAC.

Definitions

"Supplementary material" is defined in School Board Policy IIAB.

"Sexually explicit content" is defined in Virginia Code § 2.2-2827 and School Board Policy IIA.

Adopted:

Cross Refs.: [IIA](#) [Instructional Materials](#)
[IIAB](#) [Supplementary Materials](#)
[IIABA](#) [Supplementary Materials Selection](#)
[IIABB-F](#) [Sexually Explicit Content Complaint Form](#)
[IIAC](#) [Process for Challenged Materials](#)
[IIBE](#) [School Libraries/Media Centers](#)

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