



Rebecca Walters
Division Superintendent

Stephanie Burch
Clerk of the Board/Accounting Clerk

Erin Gregg
Business Manager

Jason White
Director of Operations and Student Services

Julie Nicely
Special Education & Title I Coordinator/Deputy Clerk

The following policy DRAFTS were presented as informational items during the Lexington City School Board meeting on 10/3/2023:

- IIA-R Instructional Materials With Sexually Explicit Content
- IIBD School Libraries/Media Centers
- IIBD-R Selection and Maintenance of School and Classroom Library Materials
- KLB-IM Public Complaints About Instructional Materials
- KLB-IM-F Request for Reconsideration of Instructional Materials
- KLB-LM Public Complaints About Library Materials
- KLB-LM-F Request for Reconsideration of Library Materials

INSTRUCTIONAL MATERIALS WITH SEXUALLY EXPLICIT CONTENT

Identifying Sexually Explicit Instructional Materials

Prior to the beginning of each school year, classroom teachers will compile a list of any new instructional materials considered to be sexually explicit by the definition provided and share this list with the school principal. When determining whether instructional materials contain sexually explicit content, teachers, principals, and division staff should consider student age and maturity levels. Should such materials be identified during the school year, the list will be updated to reflect any additions.

Identifying Sexually Explicit Instructional Materials that May Be Used

Once the initial list of instructional materials considered to be sexually explicit has been compiled and reviewed, the principal will provide a copy of the list to all teachers. Any teachers considering the use of any of the materials on the list must inform the principal in writing via email. The email will include the materials being considered, what content or course objectives the materials will be used for, the reason for selecting the materials, and a list of supplementary materials.

Parent Notification and Right to Opt-Out of Sexually Explicit Instructional Materials

Parents will be notified in writing via U.S. mail or e-mail 30 days in advance of any sexually explicit materials a teacher plans to use in a classroom. Upon receipt of the notification, parents may contact their child's school principal in writing requesting alternative materials be provided for their child. This request will be honored by the school. The parent letter should include the child's name, grade, class, and the request for alternate materials. Requests should be sent directly to the principal. A parent may change their decision with respect to the use of alternative instructional materials by providing written notice to the school principal.

Sexually Explicit Instructional Materials List Posted to LCS Website

Once a list of instructional materials considered to be sexually explicit is compiled, a list will be added to the school's website. The list will include titles and the location the materials are housed. There will be no links or additional information regarding the materials included with the list.

Parent Request for Review

At any time, a parent is able to request a review of any of the listed instructional materials considered to be sexually explicit. The parent should contact the principal of the school directly. The principal will provide an opportunity for the parent to review the requested material on site at the school.



Date:

Dear Parent/Guardian,

This letter is to inform you that **TEACHER NAME** plans to use materials that include sexually explicit content in **his/her NAME OF CLASS**. The materials include **NAME OF BOOK/MATERIALS**. The reason for the teacher using this content is **DESCRIBE PURPOSE**. As the parent/guardian, you have the right to review the materials if you are interested. Please contact me to set up a time to come to the school if you wish to review the materials. You also have the right to request that your child be provided alternative materials for this assignment/project. The request to use alternative materials will not result in any punitive actions toward your child. If you wish to request alternative materials, please send your request to me in writing to include your child's name, grade, class, and written request statement.

You are receiving this notice 30 days in advance of the materials being used in your child's class. Please feel free to contact me directly with any questions or concerns. Thank you for your continued support and partnership with our school.

Sincerely,

Principal
School Name
Contact Information

SCHOOL LIBRARIES/MEDIA CENTERS

Each school maintains an organized library media center as the resource center of the school and provides a unified program of media services and activities for students and teachers before, during and after school. The library media center contains hard copy, electronic technological resources, materials, and equipment that are sufficient to meet research, inquiry, and reading requirements of the instructional program and general student interest.

Each school provides a variety of materials, resources and equipment to support the instructional program.

The superintendent or superintendent's designee creates and updates, as necessary, guidelines and procedures for the selection and deselection of materials in the library/media center. The superintendent is responsible for creating, implementing, and periodically updating procedures for implementing this policy.

Adopted: May 9, 1994
Revised: February 2013
February 2018
March 7, 2023

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

8 VAC 20-131-190.

Cross Refs.: IIA Instructional Materials
IIAB Supplementary Materials Selection and Adoption
IIBD-R Selection of School and Classroom Library Materials
for Middle School-Aged Students

LEXINGTON CITY SCHOOLS
SELECTION AND MAINTENANCE OF SCHOOL AND CLASSROOM LIBRARY
MATERIALS FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS

PURPOSE

The Lexington City Schools recognizes the importance of providing diverse and age-appropriate library materials to elementary and middle school-aged students in compliance with the laws and regulations of the Commonwealth of Virginia. The purpose of this policy is to establish guidelines and criteria for the selection of library materials that align with the educational goals of the school division and the developmental needs of students served through the school libraries. The Lexington City Schools will provide students with access to a variety of resources that support their personal interests, informational needs, literacy development, and academic growth and ensure that every student is able to find books to connect with in their library, although every book in the library may not connect with every student.

SCHOOL LIBRARY

The school library serves as the primary resource center of the school. It shall provide a program of media services and activities for students and teachers that supports the instructional program and curriculum. The school library shall contain print and digital materials, and equipment that are generally sufficient to meet research, inquiry, and reading requirements of school instructional programs and elementary and middle school age-appropriate student interests.

SELECTION OF SCHOOL LIBRARY MATERIALS

The goal of selecting materials for the library is to support the informational and reading interests of all students in the elementary or middle school by providing them with a wide range of quality, age and developmentally appropriate materials from which to choose. Selected materials are considered based on the age and developmental levels of students ages 4-11 served in the elementary school and ages 10-14 served in middle school.

The licensed library media specialist is the person primarily responsible for selecting the materials for the library. According to the American Library Association's selection criteria toolkit, for libraries serving minors, the library media specialist should consider

the age, social and emotional development, intellectual level, interest level, and reading levels of students served in the school while making selections for the library collection.

In addition to criteria such as appropriateness to the age and level of the user, library media specialists must also consider creating a collection that reflects a diversity of ideas and authors, as well as being reflective of the student population the library serves.

The criteria should be relevant to the library's objectives: excellence (artistic, literary, visual, etc.), appropriateness to the level of the user, authoritative and varying perspectives on controversial issues, accessibility, and ability to stimulate further intellectual and social development.

Library materials shall be selected by the library media specialist in consultation with the principal, appropriate teachers, and, if available, other specialized personnel, based on the following criteria:

- Maintain collection based on the academic programs, student use, and student population for the purpose of enriching and supporting the school curriculum and meeting the academic needs of the students and faculty served
- Provide materials that are suitable for varying learning styles, reading levels, and skills of elementary and middle school-aged students.
- Include materials deemed to be appropriate to the maturity and experience of elementary and middle school students. Content that is excessively graphic, vulgar, obscene, violent, or sexually explicit shall be prohibited.
- Provide students with up-to-date, age-appropriate educational materials in a variety of accessible formats.
- Include materials that will allow students to develop as critical thinkers, through presenting multiple perspectives on controversial topics.
- Support a culturally responsive environment by including materials that encompass a wide range of perspectives, cultures, and backgrounds within the Lexington City Schools community and beyond.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Library materials shall be accurate, reliable, and well-researched. Preference shall be given to materials authored by experts in their respective fields.
- Materials shall be selected based on reputable and favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel.
- The availability of funds shall be a factor in the selection process, with a focus on providing the best possible materials within budgetary constraints.

PROHIBITED MATERIALS

Materials containing sexually explicit content, as defined in Va. Code § 2.2-2827, are inappropriate in elementary and middle school libraries. Therefore, such materials with sexually explicit content are prohibited from the Lexington City Schools elementary and middle school libraries.

CLASSROOM LIBRARIES

The purpose of the classroom library is to provide students with additional and consistent access to a wide range of reading material that encourages confident and independent readers.

1. While primary responsibility for the selection of materials in the classroom libraries rests with the classroom teacher, additional support may be provided by the library media specialist and colleagues in the selection of such materials.
2. Classroom libraries shall provide students with materials that will enrich and support the curriculum and meet the needs of the students served within.
3. Classroom libraries will include materials that are representative of all backgrounds within the Lexington City Schools community and beyond.
4. Classroom library materials shall meet the same selection criteria as library materials and will be considered library materials for the purpose of policy KLB-LM.

MAINTENANCE OF COLLECTION

Removing materials from a library collection that are no longer educationally appropriate is an equally important process as selecting new items of high quality. The library media specialist has an ongoing process to evaluate the library media collection and to keep the collection relevant to the changing needs of the curriculum, personal interests, and needs of students served through the library. Evaluation of items under consideration for removal from the Library Media Center should be based on criteria related to the educational value of the resources.

Criteria For Removing Items from the Library Collection

- **Condition:** Materials in poor condition due to damage, wear and tear, missing pages or heavily marked pages are prime candidates for replacement.
- **Content:** Materials may be in good physical condition but contain inaccurate or outdated information or no longer meet the criteria established for selection. Materials may not be removed solely for the ideas expressed therein; however, materials may be removed if they are determined not to be age appropriate for

the intended audience due to content that is excessively graphic, vulgar, obscene, violent, or sexually explicit.

- **Use:** Materials that have not circulated for several years and are not needed for reference purposes should be considered for removal.
- **Educational Value:** Materials that are at inappropriate reading or interest levels for students and materials no longer aligned with the curriculum.

RECONSIDERATION PROCEDURE

The Lexington City Schools acknowledges the rights of parents and guardians to make decisions concerning the upbringing, education, and care of their children. In furtherance of those rights, Lexington City Schools allows parents to express concerns about library materials. To address such concerns, the division has established the reconsideration procedure, outlined in Policy KLB-LM.

GIFTS AND DONATIONS

Gifts and donations of library materials are welcome. The same selection criteria will be applied to gifts and donations as when purchasing new materials. Materials will be accepted or rejected by these criteria. The library media specialist will keep a current list of donated or gift items provided to the library and review these items with the principal prior to adding items to the library's collection.

MONITORING AND EVALUATION

Library collections shall be regularly reviewed and updated to ensure that they continue to meet the needs of elementary and middle school-aged students and remain in compliance with Va. Code § 2.2-2827. The library media specialist has the primary role to conduct such evaluations.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 1-240.1.
Code of Virginia, 1950, as amended, § 22.1-78.
Code of Virginia, 1950, as amended, § 22.1-253.13:7.
Code of Virginia, 1950, as amended, § 2.2-2827.
Code of Virginia, 1950, as amended, § 18.2-390.
8 VAC 20-131-190.

Cross Refs.: IIBD School Libraries/Media Centers
 KLB-LM Public Complaints About Library Materials

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about instructional materials. Most complaints can and should be resolved at the building level through informal inquiry and discussions with principals and/or teachers.

The procedure for filing a complaint concerning instructional materials is as follows:

1. Discussion with School Principal

The school principal will hold a conference with the complainant. At the discretion of the principal, the teacher using the instructional materials in question will be present at the conference.

When a complaint is received, the school principal will check decisions on questioned and challenged instructional materials on file in the Office of the Superintendent to determine whether the instructional materials have been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the instructional materials have not been challenged before, the following procedure shall apply.

2. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Instructional Materials" form. This form may be obtained from the principal or the central office. The principal will forward a copy of the submitted form to the superintendent.
3. The principal and teacher will review the submitted "Request for Reconsideration of Instructional Materials" form, review the instructional materials in question referencing the established objectives for the course or content area in which the material is used and referencing Policy IIA Instructional Materials and Policy IIA-R Instructional Materials with Sexually Explicit Content. If the principal and teacher agree with the Request for Reconsideration, the instructional materials can be removed without moving through the formal review committee process. The complainant and superintendent will be notified of the decision.

4. If the principal and teacher cannot agree on the Request for Reconsideration, a review committee consisting of the principal, the teacher using the materials, another teacher, a division employee or other educator with particular expertise or knowledge of the subject matter, and a parent other than the complainant will convene. Another district level employee will facilitate the meetings to take notes and record votes. Members of the review committee will be selected by the superintendent.

The complainant will meet with the review committee to share the complainant's concerns about the challenged material.

The responsibilities of the review committee are:

- a. convene to listen to the concerns shared by the complainant;
 - b. read, view or listen to the challenged material;
 - c. read several reviews, if available;
 - d. review the challenged material referencing the established objectives for the course or content area in which the material is used and referencing Policy IIA Instructional Materials and Policy IIA-R Instructional Materials with Sexually Explicit Content;
 - e. receive comments from persons who may be knowledgeable about the material in question and similar material;
 - f. convene for a separate session to discuss the material;
 - g. make a decision with each committee member casting a vote anonymously to recommend retaining or withdrawing the material;
 - h. file the decision of the committee with the principal and the Superintendent or Superintendent's designee.
 - i. notify the complainant of its decision and the disposition of the challenged material.
5. The complainant may appeal the decision to the superintendent or superintendent's designee and, if the complainant disagrees with the superintendent's decision, may appeal to the School Board.

6. If the superintendent determines, in his or her discretion, that the potential harm from the challenged instructional material outweighs the educational benefits of the challenged instructional material, then the superintendent may remove the challenged instructional material from use during the review process.
7. The action taken at the highest level of review will remain in effect for a period of four (4) years. After this time, material that was removed may be reconsidered following selection policy guidelines, and material that was retained for use may be challenged anew.

Adopted: May 9, 1994
Revised: February 2014
June 15, 2022

Legal Refs.: Code of Virginia, 1950, as amended, § 1-240.1.
Code of Virginia, 1950, as amended, § 22.1-16.8.
Code of Virginia, 1950, as amended, § 22.1-253.13:7.
Code of Virginia, 1950, as amended, § 2.2-2827.
Code of Virginia, 1950, as amended, § 18.2-390.
8 VAC 20-720-160.

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

LEXINGTON CITY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Request By	_____
Representing	Myself Organization or Group (please identify)
Address	E-mail address
Telephone	_____
How do you prefer to be contacted?	_____
Title or Description of Item	_____
Author or Editor	_____
Type of Material (book / film / record / speaker / software / other (specify))	_____

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?
 YES NO
2. Have you discussed this material with school staff who ordered it or who use it?
 YES NO

If yes, please identify the staff person(s) with whom you had the discussion:

[Print name of staff person(s)]

Are you aware of evaluations of this material by professional critics?

- YES NO

If no, would you be interested in receiving this information?

- YES NO

3. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

4. Does the general purpose for the use of the material, as described by the school staff or in the Lexington City school division's program objectives, seem a suitable one for you?
 YES NO

If not, please explain (attach additional material, if necessary)

5. What action[s] would you like to see the school take regarding this material?
 Do not assign it to my child The school should reevaluate the material
 Other—Explain _____

6. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? YES NO

If yes, please identify your suggestions.

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS

Despite the care taken in selecting suitable library materials, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about library materials. Most complaints can and should be resolved at the building level through informal inquiry and discussions with principals and/or library media specialists.

The procedure for filing a complaint concerning library materials is as follows:

1. Discussion with School Principal

The school principal will hold a conference with the complainant. At the discretion of the principal, the library media specialist will be present at the conference.

When a complaint is received, the school principal will check decisions on questioned and challenged library materials on file in the Office of the Superintendent to determine whether the library material has been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the library material has not been challenged before, the following procedure shall apply.

2. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Library Materials" form. This form may be obtained from the principal or the central office. The principal will forward a copy of the submitted form to the superintendent.
3. The principal and library media specialist will review the submitted "Request for Reconsideration of Library Materials" form and review the library material in question referencing the division-approved selection criteria. If the principal and library media specialist agree with the Request for Reconsideration, the library material will be removed without moving through the formal review committee process. The complainant and superintendent will be notified of the decision.
4. If the principal and library media specialist do not agree on the Request for Reconsideration, a review committee consisting of the principal, the library media specialist, a teacher, a division employee or other educator with particular expertise or knowledge of the subject matter, and a parent other than the complainant will convene. Another district level employee will facilitate the

meetings to take notes and record votes. Members of the committee will be selected by the superintendent.

5. The complainant will meet with the review committee to share the complainant's concerns about the challenged materials.

The responsibilities of the review committee are to:

- a. convene to listen to the concerns shared by the complainant;
 - b. read, view or listen to the challenged material;
 - c. read several reviews, if available;
 - d. check standard selection aids (Booklist, Publishers Weekly, Kirkus, School Library Journal);
 - e. review the challenged material referencing the district-approved selection criteria;
 - f. receive comments from persons who may be knowledgeable about the material in question and similar material;
 - g. convene for a separate session to discuss the material;
 - h. make a decision with each committee member casting a vote anonymously to recommend retaining or withdrawing the material;
 - i. file the decision of the committee with the principal and the Superintendent or Superintendent's designee.
 - j. notify the complainant of its decision and the disposition of the challenged material.
6. The complainant may appeal the decision to the superintendent or superintendent's designee and, if the complainant disagrees with the superintendent's decision, may appeal to the School Board.
 7. If the superintendent determines, in his or her discretion, that the potential harm from the challenged library material outweighs the educational benefits of the challenged library material, then the superintendent may remove the challenged library material from circulation during the review process.
 8. The action taken at the highest level of review will remain in effect for a period of four (4) years. After this time, material that was removed may be reconsidered following selection policy guidelines, and material that was retained for use may be challenged anew.

Adopted: May 9, 1994
Revised: February 2014
June 15, 2022

Legal Refs.: Code of Virginia, 1950, as amended, § 1-240.1.
Code of Virginia, 1950, as amended, § 22.1-253.13:7.
Code of Virginia, 1950, as amended, § 2.2-2827.
Code of Virginia, 1950, as amended, § 18.2-390.
8 VAC 20-131-190.

Cross Refs.:	IIA	Instructional Materials
	IIBD	School Libraries/Media Centers
	IIBD-R	Selection of School and Classroom Library Materials for Middle School-Aged Students
	IGAH	Family Life Education
	INB	Teaching About Controversial Issues
	KL	Public Complaints
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

LEXINGTON CITY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Request By	_____
Representing	Myself Organization or Group (please identify) _____
Address	_____
E-mail address	_____
Telephone	_____
How do you prefer to be contacted?	_____
Title or Description of Item	_____
Author or Editor	_____
Type of Material (book / film / record / speaker / software / other (specify))	_____

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?
 YES NO
2. Have you discussed this material with school staff who ordered it or who use it?
 YES NO

If yes, please identify the staff person(s) with whom you had the discussion:

[Print name of staff person(s)]

Are you aware of evaluations of this material by professional critics?

- YES NO

If no, would you be interested in receiving this information?

- YES NO

3. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

4. Does the general purpose for the use of the material, as described by the school staff or in the Lexington City school division's program objectives, seem a suitable one for you?
 YES NO

If not, please explain (attach additional material, if necessary)

5. What action[s] would you like to see the school take regarding this material?

6. The school should reevaluate the inclusion of this material in the school's library

Other—Explain: _____

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? YES NO

If yes, please identify your suggestions.

Signature _____ Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL