

## Administrative Procedure 210

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Last Revised: January 2011

### CHALLENGE TO LEARNING RESOURCES

#### Background

Parents, community members and students should have the opportunity to bring their concerns with the use of certain materials in the classroom, available in the school library or found in the school. In order that these concerns may be dealt with in a professional and efficient manner, an opportunity must be provided to have these concerns dealt with in an organized and public manner.

#### Procedures

1. The right of the parent to have a child excluded from classroom instruction, activity and/or the learning resources must be respected by the school. The parent must make their request for exclusion to the Principal in writing.
2. A member of the school community, wishing to request a review of a learning resource, must first bring the matter to the attention of the Principal.
3. The complainant will be informed by the Principal of the particular place the questioned materials occupy in the educational program and their intended usefulness. The Principal may involve appropriate division personnel in the explanation of the materials selection procedure, criteria and the qualifications of those persons selecting the materials.
4. In the event the complainant is unable to resolve the concern at the school level with the initial explanation from the Principal and school staff, he/she may file a letter of appeal with the Superintendent. All of the objections to the learning materials must be stated in the letter.
5. Within 30 school days from the receipt of the letter, the Superintendent, or person(s) designated by the Superintendent, may file the letter of appeal with the Reconsideration Committee for re-evaluation or render a decision on the challenge to learning resources;
  - 5.1 If the complainant is not satisfied with the decision of the Superintendent he/she may, within 15 days of receipt of the decision, request in writing to the Superintendent that the matter may be appealed to the Board.
  - 5.2 If the matter has been referred to the Reconsideration Committee, the committee will meet in open session and distribute copies of the letter of appeal; distribute copies of the challenged materials as available; give the complainant or group spokesperson an opportunity to discuss the appeal; and provide reputable professional views of the materials, when available. The Reconsideration Committee may move "in camera" for discussion and deliberations on the appeal content. The committee will make its

decision and recommendation in open session. The written recommendation and its justification will be forwarded to the Superintendent.

6. The Reconsideration Committee shall be formed by the Superintendent who shall:
  - 6.1 Offer any special direction(s) to the committee.
  - 6.2 Specify the timelines for the reporting of the decision to the Superintendent.
7. The Deputy Superintendent shall assume responsibility to:
  - 7.1 Chair the Reconsideration Committee.
  - 7.2 Establish meeting dates.
  - 7.3 Provide timely notification of meeting dates to the complainant and committee members.
8. The Reconsideration Committee will normally be composed of the following
  - 8.1 Deputy Superintendent, as chairperson.
  - 8.2 A classroom teacher.
  - 8.3 A curriculum specialist.
  - 8.4 A Principal.
  - 8.5 One parent, drawn from the school community.
  - 8.6 A priest or other knowledgeable expert if the learning resource if faith related.
9. The Superintendent will consider the committee's recommendation and make a decision. The Superintendent will notify the complainant by letter of the decision and provide a copy of Board Policy 14 – Appeals.
10. If the complainant is not satisfied with the decision of the Superintendent, he/she may, within 15 days of receipt of the decision, appeal to the Board.
11. The Board shall hear the appeal in accordance with Board Policy 14 – Appeals.