

# SCHOOL DISTRICT NO. 48 (HOWE SOUND)

## REGULATION SERIES 600 - EDUCATIONAL PROGRAM

### R 604 INSTRUCTIONAL RESOURCES & SUPPORT R 604.1 Challenged Materials

This Regulation and accompanying Administrative Procedure specify the required procedures for challenged learning resource materials.

#### 1. Requests for Informal Reconsideration

The school receiving a complaint regarding a learning resource shall try to resolve the issue informally.

- 1.1 The Principal or other appropriate staff shall explain to the questioner the school's selection procedure, criteria and qualifications of those persons selecting the resource.
- 1.2 The principal or other appropriate staff shall explain the particular place the questioned resource occupies in the education program, its intended educational usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
- 1.3 If the questioner wishes to file a formal challenge, a Request for Reconsideration of Learning Resources form (Administrative Procedure No. 604.1) shall be mailed by the principal to the party concerned.

#### 2. Request for Formal Reconsideration

##### 2.1 Preliminary Procedures

- 2.1.1 Each school will keep on hand and make available Request for Reconsideration of Learning Resources form. All formal objections to learning resources must be made on these forms.
- 2.1.2 The Request for Reconsideration of Learning Resources form shall be signed by the questioner and filed with the principal or someone so designated by the principal.
- 2.1.3 The Superintendent and Director of Instruction shall be informed of the formal complaint received.
- 2.1.4 The request for reconsideration shall be referred to a Reconsideration Committee for Re-evaluation of the resource.

2.2 The Reconsideration Committee

Upon receipt of a request for formal reconsideration of a learning resource, the Superintendent is responsible for:

- 2.2.1 Establishing a committee, comprising a school trustee, and administrator, a teacher-librarian, a classroom teacher, and a member of the community, to review the item and the complaints and judge whether the former conforms to the educational principles of resource selection.
- 2.2.2 The committee shall proceed under the following guidelines:
  - examine the specific complaint
  - examine the learning resource referred to it
  - check general acceptance of the item by reading reviews
  - weight values and faults against each other and form opinions based on the material causing the complaint
  - meet to discuss the learning resource and prepare a written report on it.
- 2.2.4 The committee shall confer with the complainant and the teacher-librarian involved regarding the complaint following the completion of the review.
- 2.2.5 The committee's recommendations shall be forwarded to the Superintendent who shall, in turn, submit them to the Board of School Trustees.

3. Guiding Principles

- 3.1 Any resident, employee or student of the school district may raise objection to learning resources used in a school's educational program despite the fact that the individuals selecting such resources were duly qualified to make selection, followed the proper procedure and observed the process for selecting learning resources.
- 3.2 The principal should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to learning resources is one granted by policy enacted by the Board of School Trustees.
- 3.3 No parent has the right to determine reading, viewing or listening matter for student other than his/her own children.

- 3.4 Although it is the learning resources which are challenged, the principles of the freedom to read/listen/view must be defended as well.
- 3.5 Access to challenged material shall not be restricted during the reconsideration process.
- 3.6 The major criterion for the final decision is the appropriateness of the material for its intended educational use.
- 3.7 A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professionals involved in original selection and/or use of the material.