

ADMINISTRATIVE REGULATIONS

TITLE: REVIEW OF EDUCATIONAL MATERIALS
CATEGORY: EDUCATION
NUMBER: 1250

I. Rationale:

The Board believes that everyone in the educational community has a right to a voice regarding the materials utilized in our schools for the education of students. This regulation outlines the process for an individual or group having a concern about a particular educational material in a school.

II. School Level Challenges

The following procedures shall be followed when a teacher, teacher-librarian or principal receives a challenge to an item in a school or classroom collection.

- A. The school principal shall be notified and shall coordinate the school response.
- B. The complainant shall be provided with a copy of the form entitled "Inquiry into Suitability of a Learning Resource" and asked to file his/her objection in writing. A copy of the completed form will be provided to the Superintendent's office.
- C. A school-based committee consisting of the principal, the teacher-librarian, a member of the Parents Advisory Council (P.A.C.) and, if applicable, a teacher who has used the resource in a classroom, will meet with the complainant to review his/her challenge as outlined on the completed form. The school-based committee will complete its work within one (1) month of receipt of the written objection.
- D. Minutes will be kept of this meeting and a copy provided for the Superintendent's office.

III. District Level Challenges

The following procedures shall be followed when the Superintendent receives a challenge that has not been resolved at the school level.

- A. The complainant will outline the nature of the concern and provide an indication to the Superintendent that there is significant public objection to the material.
- B. If the Superintendent believes that the applicant has provided sufficient evidence of significant public objection to the material, the superintendent will appoint an ad hoc district media review committee to hear the complaint and to make a recommendation to the Superintendent.
- C. This committee will consist of:

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1. A parent selected by the P.A.C. of a school other than that involved in the dispute;
 2. A school principal or vice-principal other than that of the school involved in the dispute;
 3. A teacher-librarian of a school other than that involved in the dispute;
 4. A teacher of the grade level at which the resource is used, if applicable, and if that teacher is from a school other than that involved in the dispute;
 5. At the discretion of the Superintendent, a student of a school other than that involved in the dispute selected by the District Student Leadership Team.
- D. The committee will select its own chairperson who will be responsible for presenting the final report to the Superintendent's office.
- E. At the earliest opportunity, the media review committee will:
1. Examine the materials referred to it;
 2. Read the written complaint and the minutes of the school-based meeting(s);
 3. Check the general acceptance of the materials by reading reviews if any are available;
 4. Judge the material in its entirety and not on a passage out of context;
 5. Invite the complainant to attend a meeting to elaborate on his/her views;
 6. Invite the person(s) responsible for the selection to attend a meeting to present his/her views;
 7. Determine if the material conforms with the expectations in Administrative Regulation 1270 - Selection of Learning Resources;
 8. Review written briefs and/or, at the discretion of the committee, invite others to present their views on the material being challenged;
 9. Prepare a report with a recommendation for the Superintendent.
- F. While the media review committee is considering the challenged material, the material will remain in the school.
- G. The media review committee will report to the Superintendent within two (2) months of the notification to the Superintendent's office in 2(a).
- H. The timelines in these regulations may be extended by permission of the Superintendent.

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I. The media review committee will present its findings and recommendations to the complainant and the school prior to reporting to the Superintendent who will decide.

J. The complainant may appeal the Superintendent's decision to the Board of School Trustees which will make the final decision.

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References: Board Policy 11.3, 11.4, 11.5, 11.20