

# LEARNING RESOURCES RECONSIDERATION

## Background

Despite all care taken to select materials for student and teacher use, occasional objections may occur to learning resources.

The District provides for challenges of learning resources.

## Procedures

1. Any resident of the District may formally request reconsideration of learning resources used in the District's educational program.
2. Request for Reconsideration - School Level
  - 2.1. The Principal receiving a complaint regarding a learning resource will try to resolve the issue informally.
  - 2.2. The Principal shall explain to the questioner the District's resource selection procedure and criteria.
  - 2.3. The Principal and appropriate educational staff will explain the particular place that the reconsidered resource occupies in the education program and its intended educational usefulness.
  - 2.4. If the questioner wishes to file a formal request for reconsideration, they will be provided with a copy of the District's learning resources selection procedures ([Administrative Procedure 251 - Learning Resources](#), as well as this Administrative Procedure) and [a Request for Learning Resources Reconsideration form \(Form 252-1\)](#).
  - 2.5. The individual filing a formal request for reconsideration must submit the [Request for Learning Resources Reconsideration form \(Form 252-1\)](#) to the Principal not more than two weeks from the date of the original meeting.
3. Request for Reconsideration - District Level
  - 3.1. The Principal will forward, within six working days, the [Request for Learning Resources Reconsideration form \(Form 252-1\)](#) to the Director of Instruction K-12.
  - 3.2. Within one (1) month of receiving a reconsideration, the Director of Instruction will review it with a committee. The committee will consist of:
    - 3.2.1. Director of Instruction K-12;
    - 3.2.2. A teacher/librarian not previously involved;
    - 3.2.3. Two (2) administrative officers not previously involved;
    - 3.2.4. One Parents' Advisory Council representative not previously involved;

- 3.2.5. One (1) CDTA representative not previously involved;
- 3.3. The committee will review the reconsidered resource and judge whether it conforms with the principles of resource selection outlined in [Administrative Procedure 251 – Learning Review](#) and whether the material is appropriate for its intended educational use. Within one (1) month of conducting the review, the committee will submit a recommendation to the Superintendent for a decision.
- 3.4. Criteria for Reviewing Resources
  - 3.4.1. Criteria for reviewing a reconsidered learning resource shall include:
    - 3.4.1.1. Examination of the reconsidered resource;
    - 3.4.1.2. Consideration of the concerns outlined by the questioner;
    - 3.4.1.3. Determination of professional acceptance by reading critical reviews of the resource;
    - 3.4.1.4. Consideration of the learning resource as a whole, rather than on passages or sections taken out of context;
    - 3.4.1.5. Relevancy of the learning resource in terms of curricular learning outcomes.
  - 3.4.2. Although it is learning resources which are being reconsidered, the principles of freedom to read, listen, and view must be defended as well.
- 3.5. Access to reconsidered material shall not be restricted during the reconsideration process.
- 3.6. A written report will be prepared which will include the procedures followed, minutes of Committee meetings, and the rationale for the decision made by the Committee.
- 3.7. The Committee's decision and the rationale for it will be discussed with the individual who filed the reconsideration.

Reference: Sections 7, 8, 11, 17, 20, 22, 65, 85 School Act  
Evaluating, Selecting, and Managing Learning Resources: A Guide (2002)

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