

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 252
SECTION:	MATERIALS		
PROCEDURE:	LEARNING RESOURCES CHALLENGES		

BACKGROUND

The Division authorizes the purchase of learning resources to meet and satisfy the vision, mission, foundational values and goals of the Division.

Students are to receive classroom experiences which cover a wide range of issues and areas of study. In addition, the issues and materials used within the school must be consistent with the standards and values of the Catholic faith.

The Division recognizes that, in some instances, a parent, student, resident, or employee of the Division may have concern about a particular learning resource which may or may not be available to a student. This person may appeal, at any time, directly to the school or finally appeal, in writing, to the Director concerning the particular resource.

PROCEDURES

1. The following procedures for dealing with challenged materials may be used at the discretion of the school.
 - 1.1 The complainant is to be given a copy of the resource selection procedure and the Request for Reconsideration of Instructional Materials Form (Form 252-1) requesting reconsideration of the resource. The complainant shall sign the form and file it with the Principal and the librarian.
 - 1.2 The Principal and library technician/clerk may decide if the material is inappropriate and may withdraw it from general circulation.
2. If the Principal and library technician/clerk feel the material should not be withdrawn, they are to explain to the complainant:
 - 2.1 The instructional materials selection procedure;
 - 2.2 The selection criteria;
 - 2.3 The qualifications of those persons selecting and/or recommending the material;
 - 2.4 The intended place and usefulness that the challenged material occupies in the education program; and
 - 2.5 Any pertinent additional information regarding the use of the material such as evaluations in standard selection tools and reviews in professional periodicals.

3. Should the matter not be resolved following Clauses 1 and 2 above, it shall be referred to a Reconsideration Committee for re-evaluation of the resources. The committee, formed by the Principal, shall include, when appropriate:
 - 3.1 One (1) member of the school teaching staff, preferably chosen by the school staff;
 - 3.2 The library technician/clerk;
 - 3.3 Student representation, at the discretion of the Principal and librarian; and
 - 3.4 School Community Council representation.
4. The Principal shall convene a meeting of the committee as soon as possible. The committee shall proceed according to the following guidelines:
 - 4.1 Examine the challenged materials.
 - 4.2 Determine professional acceptance by reading critical reviews of the materials wherever available.
 - 4.3 Weigh values and faults and form opinions based on the material as a whole, rather than passages or sections taken out of context.
 - 4.4 Review the challenged material in the context of the educational program.
 - 4.5 Discuss the challenged item with the complainant when appropriate.
 - 4.6 Reach a decision and prepare a written report which shall be discussed with the complainant. A copy of the report shall be retained by the Principal.
5. If the complainant is still dissatisfied, the Principal shall advise the complainant that the Committee's decision may be appealed, in writing, to the Director.
 - 5.1 The Director will conduct a hearing at which the parent and the instructional staff may present their case; and
 - 5.2 The Director will make a decision and advise the parents and the school of the decision within five (5) school days of the hearing.
6. Certain materials may be considered unsuitable only for certain age groups/grade levels. In such cases, materials shall be shelved separately from the main collection and be accessed only through a teacher and/or library technician/clerk.

Reference: Sections 85, 87, 108, 109, 175 Education Act
Regulation 37

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