

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Challenged Learning Resources</b>	<b>CODE: HIAA</b>
<b>LEGAL STATUS: Board Motion #217.05; The Education Act, 1995; #247.17</b>	<b>DATE APPROVED: 26 Sep 2005 16 Oct 2017</b>

**Background:** The Prince Albert Roman Catholic Board of Education is committed to providing quality learning resources that promote the fair and equitable treatment of all people regardless of race, ethnicity, gender, age and physical or mental levels of ability. However, occasionally questions may arise from parents, students, staff or community members regarding the suitability and content of certain resources.

**POLICY:** **The Director of Education or designate and/or the professional staff shall decide on the suitability of learning resources according to established guidelines and procedures that have been approved by the Board of Education.**

- Guidelines:**
1. If a community member, parent/guardian, staff member or student raises a concern regarding suitability of any learning resource, a school administrator shall investigate and provide appropriate information and explanation with a view of resolving the issue raised. The administrator shall subsequently report the pertinent information and action taken to the Director of Education or designate.
  2. If the individual concerned is not satisfied with the administrator's decision and wishes to request a formal reconsideration, the following procedures shall be followed:
    - a) Ask the community member, parent/guardian, staff member or student to complete the form "Request for Reconsideration of Learning Resources". (Appendix A) and forward the request to the Director of Education or designate.
    - b) The Director of Education or designate will establish and chair a school division committee comprised of a school administrator, two or more teacher librarians, teacher representative(s) and other educational experts deemed appropriate.
    - c) The Director of Education or designate, after consulting with the school division committee, is responsible to make a final decision that either:
      - (i) retains the resource
      - (ii) retains the learning resource but with restricted use
      - (iii) withdraws the learning resource from use in particular grade levels
      - (iv) withdraws the resource from all schools in the school division

- d) The Director of Education or designate shall inform the community member, parent/guardian, staff member or student and the Director of Education of the decision.
3. A community member, parent/guardian, staff member or student who wishes to appeal the final decision of the Director of Education or designate shall provide written correspondence to the Board of Education chairperson and Director of Education. The Board of Education will decide on:
- a) whether or not to review the Director of Education or designate decision
  - b) the process and participants involved
  - c) the communication of the final decision to the community member, parent/guardian, staff member or student.

**APPENDIX A**  
**PRINCE ALBERT ROMAN CATHOLIC SCHOOL DIVISION**  
**REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Initiated by \_\_\_\_\_

Telephone No. \_\_\_\_\_ Address \_\_\_\_\_

Name of School \_\_\_\_\_

**Representing**

Self \_\_\_\_\_ Group (give name) \_\_\_\_\_

Organization (give name) \_\_\_\_\_

**Resource Questioned**

Book: Author \_\_\_\_\_ Title \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright Date \_\_\_\_\_

Hardcover \_\_\_\_\_ or Paperback \_\_\_\_\_

Non-book: type of resource \_\_\_\_\_  
(magazine, video, filmstrip, CD/website, person, community resource)

Title/Name \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

My concerns arise from:

a) reading the book	_____
b) viewing the resource	_____
c) talking to child	_____
d) other (specify)	_____

Concern(s): (Be specific i.e., cite pages, portion of film or video, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please respond to the following questions: if sufficient space is not provided, feel free to use additional sheets of paper.**

1. Did you review the entire item? \_\_\_\_\_ If not, what sections did you review?

\_\_\_\_\_

2. To what do you object? Please be specific. \_\_\_\_\_

\_\_\_\_\_

3. What do you believe is the main idea of this material? \_\_\_\_\_

\_\_\_\_\_

4. What do you feel might be the result of a student using this or being exposed to this resource?

\_\_\_\_\_

5. What educational value do you see in this resource? \_\_\_\_\_

\_\_\_\_\_

6. Are you aware of reviews of this resource by professional critics? Please list and/or include examples.

\_\_\_\_\_

7. In your opinion, for what age group would this resource be more appropriate? \_\_\_\_\_

\_\_\_\_\_

8. In the place of this resource, would you care to recommend other resources that you consider to be more appropriate?

\_\_\_\_\_

9. What action would you like your school and/or school board to take regarding this resource?

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signed

**Please return this form to the school principal.**