



Administrative Regulations

EDUCATION

2730

REVIEW OF EDUCATIONAL MATERIALS

1. 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. Whoever receives a complaint shall notify the school principal, who will coordinate the response at the school level.
- b. The complainant will 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 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.

2. District Level Challenges

The following procedures shall be followed when the Superintendent receives a challenge which 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, he/she will appoint an ad hoc district media review committee to hear the complaint and to make a recommendation to the Superintendent.

Date approved:

Reference:

Date revised:

Supt. Signature:



Administrative Regulations

EDUCATION

2730

REVIEW OF EDUCATIONAL MATERIALS (continued)

- c. This committee will consist of:
- a parent selected by the P.A.C. of a school other than that involved in the dispute;
 - a school principal or vice-principal other than that of the school involved in the dispute selected by the Sunshine Coast Administrators' Association;
 - a teacher-librarian of a school other than that involved in the dispute selected by the Sunshine Coast Teacher-Librarians' Association;
 - 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;
 - at the discretion of the Superintendent, a student of a school other than that involved in the dispute selected by the Student Council.
- 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:
- read and/or examine the materials referred to it;
 - read the written complaint and the minutes of the school-based meeting(s);
 - check the general acceptance of the materials by reading reviews if any are available;
 - judge the material in its entirety and not on a passage out of context;
 - meet to discuss the material;
 - invite the complainant to attend a meeting to elaborate on his/her views;
 - invite the person(s) responsible for the selection to attend a meeting to present his/her views;
 - determine if the material conforms with the expectations in Administrative Regulations No. 2750 - Selection of Learning Resources;
 - review written briefs and/or, at the discretion of the committee, invite others to present their views on the material being challenged;
 - prepare a report with a recommendation for the Board of School Trustees.
- f. While the media review committee is considering the challenged material, the material will remain in the school.

Date approved:	Reference:
Date revised:	Supt. Signature:



School District No. 46 (Sunshine Coast)

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2730

REVIEW OF EDUCATIONAL MATERIALS (continued)

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

FORM ATTACHED:

Inquiry into Suitability of a Learning Resource

Page 3 of 4

Date approved: April 19, 2002

Reference: Board Policy 4.2.5, 4.2.7

Date revised:

Supt. Signature:

INQUIRY INTO SUITABILITY OF A LEARNING RESOURCE

Title of Resource: _____

Context of Usage: Classroom Resource _____ Library Resource _____

Other (please specify): _____

Author(s): _____

Publisher/Year: _____

Request initiated by: _____

Role of Complainant: Teacher _____ Parent _____ Other (specify) _____

Address: _____ Telephone No. _____

1. To what in the resource(s) do you object? _____

(a) pages _____ Specific Objection: _____

(b) pages _____ Specific Objection: _____

(c) pages _____ Specific Objection: _____

(d) pages _____ Specific Objection: _____

2. What do you think is the theme or purpose of the resource? _____

3. What effect do you believe this resource would have on your son or daughter? _____

4. What effect do you believe this resource would have on other students? _____

5. Have you reviewed the entire resource? _____

6. In many cases, the impact of a resource will vary accordingly to how it is presented and interpreted in the classroom, and we urge you to discuss this material with the appropriate people. Have you discussed the resource with the:

Teacher? _____ School District Staff? _____

What was there response? _____

7. Have you read reviews of this resource? Yes _____ No _____

Source of reviews? (attach photocopies if available) _____

If reviews are available, would you like copies? Yes _____ No _____

8. Additional Comments: _____

Signed: _____ Date: _____