



AP L1 Inquiries into the Suitability of a Learning Resource

Legislative References: Learning Resources Policy, Ministry of Education and Child Care

Policy Reference:

Collective Agreement References: None

Date: May 10, 2024

Purpose

Despite all care being taken to select learning resources, occasional concerns may arise. This administrative practice has been developed to ensure fair and consistent procedures are in place when an inquiry regarding the suitability of learning material(s) has been made.

Inquires regarding the use of recommended learning resources should first be addressed, and if possible, resolved at the school level.

Processes

1. A learning resource is defined as any material(s) used for instructional purposes. Examples include but are not limited to:
 - 1.1. print materials (e.g. textbooks, library books, printed teaching materials)
 - 1.2. electronic media (e.g. computer software and programs, websites, videos and other multimedia)
 - 1.3. guest speakers and/ or presenters
 - 1.4. field trip sites
2. It is the responsibility of the professional staff to:
 - 2.1. provide learning resources that support the curriculum.
 - 2.2. provide learning resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and that will develop analytical skills
 - 2.3. provide a wide range of learning resources, including those with:
 - 2.3.1. differing points of view
 - 2.3.2. varying levels of difficulty
 - 2.3.3. diversity of interest and appeal
 - 2.3.4. diversity of ethnic, religious, cultural and minority representation
 - 2.3.5. local interest



- 2.3.6. place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.
3. The following steps describe how an inquiry or concern regarding a learning resource is to be addressed.
 - 3.1. Any resident or employee of the School District may share a concern regarding learning resources on the basis of appropriateness;
 - 3.2. Concerns regarding the use of learning resources should be addressed, and if possible resolved, first at the school level;
 - 3.3. A staff member hearing a concern, will receive the concern, without making comments or commitments, and advise the Principal of the concern and its nature.
 - 3.4. At the school level, the Principal will discuss the concern.
 - 3.5. If the concern is not resolved at the school level, the Principal will
 - 3.5.1. provide a copy of a "Inquiry into Suitability of Learning Resources" form (appended to this Administrative Practice),
 - 3.5.2. forward a completed copy of the form to the District's Learning Resource Committee.
 - 3.6. The Associate Superintendent will convene a meeting of the District's Learning Resource Committee in a timely fashion. Membership on this broadly-based ad hoc committee might consist of, but not be limited to:
 - 3.6.1. the Associate Superintendent or their designate
 - 3.6.2. the school Principal
 - 3.6.3. a school librarian or teacher
 - 3.6.4. any other person, including a student, deemed by the Associate Superintendent to be appropriate to the circumstances
 - 3.7. Access to challenged materials will not be restricted during the reconsideration process.
 - 3.8. The Learning Resource Committee will review the resource and make its determination, using the following guidelines:
 - 3.8.1. read and examine the materials
 - 3.8.2. determine professional acceptance by reading critical reviews where possible



- 3.8.3. form an opinion of the learning resource as a whole rather than as a segment regarded out of context
 - 3.8.4. discuss the challenged resource in the context of the educational program
 - 3.8.5. discuss the challenged resource with the questioner and professional staff involved
 - 3.8.6. prepare a written report outlining its decision(s)
- 3.9. The reconsideration committee's report is to be retained by the Superintendent of Schools and copies distributed to the Principal, School Librarian or Teacher, and the person(s) challenging the resource.
- 3.9.1. If requested, the written report will be discussed with the questioner.
 - 3.9.2. Once filed, written reports are accessible for examination.
- 3.10. The decision of the reconsideration committee is binding for the particular challenge.
- 3.11. A decision to sustain a challenge will not necessarily be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the material.
- 3.12. No parents/guardians shall have the right to restrict access to instructional materials for students other than their own children.

The *Inquiry into Suitability of Learning Resources Form* is appended to this Administrative Practice.



Inquiry Into Suitability of Learning Resources - Form

Title of Resource(s): _____

Context of Usage: Classroom resource Correspondence material

Other: _____

Author(s): _____

Publisher/Year: _____

Request indicated by: _____

Role of Questioner: Teacher: Parent: Other (please specify: _____

Telephone number: _____

Address: _____

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 child?



4. Have you reviewed the material to which you object in the context of the overall resource? Yes No
5. In many cases, the impact of a resource will vary according to how it is presented and interpreted in the classroom, and it is advisable to first discuss this material with the appropriate District personnel. Have you discussed the resource with the:
- Teacher: Yes No ; if yes, their name: _____
 - Principal: Yes No ; if yes, their name: _____
 - School District Staff: Yes No , if yes, their name: _____

What was their response?

6. Have you read reviews of this resource: Yes No . If yes, source of review?
(Attach copies if available)

7. Additional comments:

8. If your objection is to either a web-based resource (including social media) or a guest speaker, please provide details below:

Signed: _____

Date: _____