

# Review of Instructional Materials

## 1110-30 | Review of Instructional Materials

Date Approved: April 11 2014

Date Amended:

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In the event that an individual, or group, objects to the use of a particular learning resource in a school, the following procedure will be followed:

- a) The Administrative Officer of the school concerned will arrange to discuss the objection with the complainant, and the librarian and/or the teacher concerned.
- b) If the above discussion does not satisfy the complainant, the Administrative Officer will provide the complainant with a Request for Review of Instructional Materials form, instruct the complainant to complete the form and submit it to the Superintendent of Schools.
- c) The Superintendent of Schools will appoint a review committee consisting of an administrator, a school librarian, two teachers, a member of the public-at-large and a trustee.
- d) The committee will examine and consider the learning resources being objected to on the basis of:
  - overall purpose
  - timelines of permanence
  - importance of the subject matter
  - quality of the writing/production
  - authoritativeness
  - reputation and significance of the author
  - format
  - appropriateness for age/grade level concerned
  - bias
- e) The committee will meet with all school personnel concerned with the objection and with the complainant to explain its findings.
- f) The recommendation of the committee will be forwarded to the Superintendent of Schools for submission to the Board of School Trustees.