

Review of Instructional Materials

1110-30 | Review of Instructional Materials

Date Approved: April 11 2014

Date Amended:

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.