



Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Challenged Materials			
Procedure Type:	Programs and Curriculum	Implementation Date:	FEB 25, 2015
Procedure Number:	6.15	Last Approval Date:	AUG 10, 2026
AP Owner:	Superintendent of Learning	Last Reviewed:	AUG 10, 2026
Legal Reference(s):	<i>The Education Act, 1995, s. 85, 150</i> <i>Education Regulations, s. 42</i>		

Background

Resource materials are selected by professional staff and each item has a unique reason for its inclusion. Materials are selected to support curricula and promote recreational reading and/or research. Specific acquisitions may be questioned by other professionals or the public.

Scope

The procedure guides the process for the review of materials used in schools when challenged by staff or the public.

Roles & Responsibilities

Principal shall:

- ensure resources reflect high standards of quality in factual content, accuracy, balance, integrity, and presentation;
- explain to the questioner the school's selection procedure, criteria;
- explain the place the questioned resource occupies in the education program, its intended usefulness and additional information regarding its use; and
- direct a questioner to file a formal request for reconsideration of materials if informal resolution methods are not successful.

Superintendent of Learning shall:

- convene an Advisory Committee and select its members when a formal request for the reconsideration of materials is received;
- facilitate the Advisory Committee's process for the review of a material(s); and
- present a written report with recommendations to the concerned party and the director of education.

Procedures

1. Challenges to materials shall be made through the principal.
2. The individual(s) challenging the material shall complete form *6.15A Request for Reconsideration of Materials* and submit it to the principal.
3. The principal shall notify one of the superintendents of learning and assist the superintendent in the organization of the Advisory Committee.
4. The Advisory Committee, consisting of a learning superintendent and three members of the school division staff chosen by the superintendent, as deemed appropriate to assess the questioned resource,



shall review the challenged material. The complainant shall not be part of the Advisory Committee. The role of the Advisory Committee is to provide an open forum for discussion of challenged materials and to make an informed decision on the challenge.

5. If the complainant chooses, they may make an oral presentation to the committee to expand and elaborate on the complaint. In addition, the committee may choose to listen to those with special knowledge, and to any other interested persons.
6. Options of the committee's final decision shall be one of the following:
 - a. to remove the challenged material from the school environment;
 - b. to take no removal action, or
 - c. to agree on a limitation of the educational use of the material such as
 - i. reclassify the resource;
 - ii. reserve status for certain grades; or
 - iii. retain for restricted use or selected purposes.
7. Other matters that may need to be considered by the Advisory Committee include:
 - a. a review of the goals of education;
 - b. a review of the curriculum of the related subject(s); and
 - c. a weighing of the values and faults to form opinions based on the material as a whole rather than on passages or sections taken out of context.
8. Upon determining the appropriateness of the material, a superintendent shall present a written report with recommendations to the concerned party and to the director of education.
9. Notwithstanding this procedure, the concerned party shall have the right to appeal the decision of the Advisory Committee to the director of education.
10. The concerned party may appeal the decision made by the director of education to the Board of Education. This appeal will be made in writing to the Board. The Board will be the final panel of review.

Appendices

6.15A Request for Reconsideration of Materials Form

6.15B Checklist for Advisory Committee's Consideration of Materials

Related

6.01 Curriculum and Instruction

Selection of Materials Protocol (*internal document*)