

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 250 – Selection of Instructional Materials / Learning Resources	
Related LCSDF AP's	AP 250 – Appendix Guidelines for the Assessment and Selection of Learning Resources	
Form(s)	F 250.1 – Request for Reconsideration of Learning Resources	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175 The Education Regulations, 2019 section 42	
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Background

The Division shall provide a wide range of learning resources of various levels of appeal and difficulty. Learning resources shall be consistent with the aims and outcomes of the Division and curricula.

Procedures

1. Selection of Learning Resources

- 1.1 The professional staff of the Division is responsible for the assessment and selection of learning resources.
- 1.2 Learning resources shall be assessed and selected by using Administrative Procedure 250 – Appendix: Guidelines for the Assessment and Selection of Learning Resources.
- 1.3 All learning resources proposed for use in schools, by individuals or agencies, shall be assessed according to Administrative Procedure 250 – Appendix at the direction of the Deputy Director of Learning.

2. Challenge Process for Learning Resources

- 2.1 Any elector or employee of the Division may question the appropriateness of specific learning resource material.
- 2.2 Learning resources shall remain in use until the outcome of the challenge has been determined.
- 2.3 Questions by a parent or guardian with respect to appropriateness shall be dealt with informally and directed to the Principal who may consult with other staff and shall:
 - 2.3.1 Explain the Division's selection procedures and the Guidelines for the Assessment and Selection of Learning Resources Administrative Procedure 250 – Appendix).
 - 2.3.2 Explain the particular place the questioned resource occupies in the educational program, and how it addresses the aims and outcomes of the Division.
 - 2.3.3 Describe the options available to the person questioning the resource:
 - 2.3.3.1 Agree with the Principal's decision to:
 - Retain the resource;

- Retain the resource with restricted circulation; or
 - Remove the resource from the school.
 - 2.3.3.2 To restrict their child’s use of the resource.
 - 2.3.3.3 File a formal complaint with the Deputy Director of Learning by completing the Request for Reconsideration of Learning Resources form (Form 250.1)
 - 2.3.3.4 Inform the Deputy Director of Learning that a question has been raised.
 - 2.4 Questions by an individual, other than a parent, shall be dealt with informally and directed to the Deputy Director of Learning, who shall handle the question in accordance with 2.1 to 2.3.
 - 2.5 Upon receipt of a Request of Reconsideration of Learning Resources (Form 250-1), the Deputy Director of Learning shall review the matter with the staff members involved and the questioner, and may:
 - 2.5.1 Make a decision on the resource, or
 - 2.5.2 Have the learning resource reviewed by a Reconsideration Committee comprised of the Deputy Director of Learning (Chair), an in-school Administrator, Instruction Design Team Supervisors, and the appropriate subject specialist.
 - 2.6 The Reconsideration Committee shall review the resource using Administrative Procedure 250 – Appendix and the Request for Reconsideration form (Form 250-1) as benchmarks. The deliberations of the committee shall be confidential. It shall recommend one (1) of the following to the Director.
 - 2.6.1 The resource will be retained.
 - 2.6.2 The resource will be retained but will have restricted use.
 - 2.6.3 The resource will be withdrawn from the school only.
 - 2.6.4 The resource will be withdrawn form the Division.
 - 2.7 The Director will make the decision and inform the questioner.