

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 250 – Selection of Instructional Materials / Learning Resources</b>	
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 Superintendent 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 Superintendent of Learning by completing the Request for Reconsideration of Learning Resources form (Form 250.1)
  - 2.3.3.4 Inform the Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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.