

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
PROCEDURES FOR THE RECONSIDERATION OF LEARNING RESOURCES AND MATERIALS	IJA

I. POLICY

The Louis Riel School Division (LRSD) recognizes that any resident(s) or staff member(s) may formally or informally request the reconsideration of a learning resource used in the Louis Riel School Division’s educational programs or curricula on the basis of its perceived appropriateness. Accordingly, the Louis Riel School Division shall establish a process for the reconsideration of learning materials by residents and staff members.

Learning resources chosen for use in LRSD will align with the Canadian Charter of Rights and Freedoms and LRSD [Policy ACH: Diversity, Equity and Inclusion](#). Parents/guardians may determine the use of reading, viewing, or listening matter for their children/wards, irrespective of the outcome of any reconsideration process. Where ethical, religious or psychological considerations lead parents to request a reasonable accommodation to meet curricular outcomes, the provisions of [Policy IMBB – Accommodations for Required Instruction](#) apply.

II. GUIDELINES

A. Guidelines for the Reconsideration of Learning Resources

The following guidelines shall apply to the reconsideration of a learning resource:

1. Any decision of a Reconsideration Committee applies only to the specific learning resource identified for reconsideration.
2. During the reconsideration process, access to the materials being reconsidered and/or related materials shall not be restricted.
3. Decisions to remove learning resources from general use are intended as sensitivity to context, rather than as censure of individuals’ judgment.
4. Any decision to withdraw a learning resource from school or divisional use shall be reported to the School Board Chair by the Superintendent of Schools.

B. Methods of Reconsidering Learning Resources

There shall be two procedures applied to reconsider learning resources used in Louis Riel School Division schools:

- I. Informal

Adopted:	December 07, 2004	Legal References:
Revised:	February 5, 2019; April 20, 2021; May 17, 2022	

2. Formal

If the informal reconsideration procedures do not provide a satisfactory resolution to the original request, the originator of the reconsideration may request that the formal process ensue. However, if the informal reconsideration procedure recommends the withdrawal of a learning resource from school or divisional use, the Superintendent of Schools will proceed to the Formal Reconsideration Procedure.

III. PROCEDURES

A. Informal Reconsideration

1. A school receiving a request to reconsider a learning resource shall attempt to resolve informally the issue. This process must precede a request for a formal reconsideration.
2. The Principal or designate shall act as the reconsideration officer for an informal reconsideration process and explain to the originator of the request the procedures for selection of the learning resources with reference to criteria in [Policy IJ - Learning Resources and Materials](#).
3. The Principal may refer the reconsideration request to other divisional personnel, as deemed appropriate, to provide information relevant to the resource's selection for use in the Division.
4. If the explanations are satisfactory to the originator of the request, the reconsideration process will conclude at this point of the process.

B. Formal Reconsideration

1. The formal reconsideration process shall be implemented:
 - If the informal process does not resolve the originator's concern, in which case the administrator shall inform the originator of the process for formal reconsideration.
 - If school/divisional personnel recommend withdrawal of the learning resource from school and/or divisional use.
2. The steps in this process are as follows:
 - a) The [Request for Formal Reconsideration of Learning Resources Form \(Appendix A\)](#), shall be completed and returned to the Principal within five days of the conclusion of the informal review.
 - b) The Principal will forward the completed form to the Superintendent of Schools who shall establish a Reconsideration Committee comprised of the following membership (not to include the parties involved in the informal review) as soon as is feasible and not to exceed four weeks from the date on which the form is received from the Principal:
 - A Principal who will act as the non-voting chair.
 - Two teachers conversant with the material to be reconsidered.
 - A teacher-librarian or designated specialist, if applicable.

Adopted:	December 07, 2004	Legal References:
Revised:	February 5, 2019; April 20, 2021; May 17, 2022	

- Two parents/guardians from the community or one student in place of one of the parents/guardians, with written consent from the student’s parent/guardian.
- Two citizens from the community, with no children attending the school in which the request originates.
- Representation from diverse backgrounds.

The function of the Reconsideration Committee will be to:

- Examine the identified resource.
- Study critical reviews of the resource.
- Assess strengths and weaknesses based on the entire resource with reference to the criteria in [Policy IJ - Learning Resources and Materials](#).
- Consult Division support staff and/or community persons with relevant professional knowledge.
- Discuss the resource in the context of the applicable educational program with the person(s) responsible for the selection of the resource.
- Discuss the formal reconsideration request with the administrator who conducted the informal review with the originator(s).
- Review the [Request for Formal Reconsideration of Learning Resources Form \(Appendix A\)](#), submitted by the originator(s).
- Determine the item’s retention or removal from the collection in question and act upon that determination.
- Prepare a written report for submission to the Superintendent of Schools.

c) The Written Report shall be:

- Discussed with the originator by the Chair of the Committee.
- Submitted to the Superintendent of Schools and placed on file in the Division offices.
- Copied to the Principal and staff of the school from which the request was received.
- Identified as a “majority” or “minority” report of the Reconsideration Committee.
- Shared with the Board at its next regular Board meeting following its receipt by the Superintendent of Schools.

d) The decision of the Formal Reconsideration Committee applies for the relevant school and/or divisional collection and shall be communicated to all divisional schools.

e) The Superintendent of Schools shall refer any subsequent request for formal reconsideration of the resource to the Board if the request occurs within one calendar year of the first request for a formal reconsideration.

C. Appeals

The originator of the formal reconsideration request shall have the right to appeal the decision of the Reconsideration Committee to the Board, whose decision on the matter is definitive.

Adopted:	December 07, 2004	Legal References:
Revised:	February 5, 2019; April 20, 2021; May 17, 2022	