

Administrative Procedure 7016 R2

Learning Resources Reconsideration

1. Any resident of the Comox Valley School District may formally request reconsideration of learning resources used in the district’s educational program.

2. **Request for Reconsideration - School Level**
 - 2.1 The school receiving a complaint regarding a learning resource will try to resolve the issue informally.
 - 2.2 The principal or designate shall explain to the questioner the district’s resource selection procedure and criteria.
 - 2.3 The principal and appropriate educational staff will explain the particular place that the reconsidered resource occupies in the education program and its intended educational usefulness.
 - 2.4 If the questioner wishes to file a formal request for reconsideration, they will be provided with a copy of the district’s learning resources selection policies (Policy 7016, *Learning Resources*, and Regulation 7016R1, *Learning Resources Selection*, as well as this regulation) and a Request for Learning Resources Reconsideration form, which schools may obtain from the Learning Resources Centre.
 - 2.5 The individual filing a formal request for reconsideration must submit the Request for Learning Resources Reconsideration form to the school principal not more than two weeks from the date of the original meeting.

3. **Request for Reconsideration - District Level**
 - 3.1 The principal of the school will forward, within six working days, the Request for Learning Resources Reconsideration form to the district vice-principal, Learning Resources.

- 3.2 Within one (1) month of receiving a reconsideration, the Learning Resources Advisory Committee will meet to review it. The committee will consist of:
- superintendent's designate (chair);
 - the district vice-principal - Learning Resources;
 - a teacher/librarian not previously involved;
 - two (2) administrative officers not previously involved;
 - one (1) Comox Valley Parents' Advisory Council representative not previously involved;
 - one (1) CDTA representative not previously involved.
- 3.3 The Learning Resources Advisory Committee will review the reconsidered resource and judge whether it conforms with the principles of resource selection outlined in board policy and whether the material is appropriate for its intended educational use. Within one (1) month of conducting the review, the committee will submit a recommendation to the superintendent of schools for a decision.
- 3.4 **Criteria for Reviewing Resources**
- 3.4.1 Criteria for reviewing a reconsidered learning resource shall include:
- (a) examination of the reconsidered resource;
 - (b) consideration of the concerns outlined by the questioner;
 - (c) determination of professional acceptance by reading critical reviews of the resource;
 - (d) consideration of the learning resource as a whole, rather than on passages or sections taken out of context;
 - (e) relevancy of the learning resource in terms of curricular learning outcomes.
- 3.4.2 Although it is learning resources which are being reconsidered, the principles of freedom to read, listen, and view must be defended as well.
- 3.5 Access to reconsidered material shall not be restricted during the reconsideration process.
- 3.6 A written report will be prepared which will include the procedures followed, minutes of committee meetings, and the rationale for the decision made by the committee.
- 3.7 The committee's decision and the rationale for it will be discussed with the individual who filed the reconsideration.