

## Administrative Procedure 271

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### RE-EVALUATION OF A LEARNING RESOURCE

#### Background

Any resident or staff member of the Division may challenge learning resource materials/textbooks, library resources, or software/Internet resources used in a school's educational program on the basis of appropriateness. It is the Division's desire that each challenge is given due consideration and handled in an appropriate manner.

#### Procedures

1. If a resource is challenged the school receiving the complaint shall attempt to resolve the issue informally and the Principal or other appropriate staff shall explain the school's selection procedure and intended educational usefulness of the particular resource. The Principal with the appropriate staff may deem the resource inappropriate and withdraw it.
2. If the questioner is dissatisfied with the informal explanation and wishes to file a formal challenge, a copy of the "Evaluation of Learning Resource" form (Form 271-1) shall be provided by the Principal.
3. Upon receipt of a completed form the Principal shall refer the matter to an ad hoc reevaluation committee consisting of two staff members. The Principal shall chair the committee.
4. The ad hoc re-evaluation committee shall make one of three decisions:
  - 4.1 To remove the challenged material from the total school environment;
  - 4.2 To remove the challenged material from a certain segment of the school population;
  - 4.3 To take no removal action.
5. During the reconsideration process, the resource in question, if it is an Alberta Education basic resource, shall remain in circulation. If the resource is not an Alberta Education basic resource, it shall be withdrawn from circulation in the school where it is challenged. The Principal shall notify the questioner of the Committee's decision.
6. The decision of the ad hoc Re-evaluation Committee may be appealed to the Superintendent.

Reference: Section 39, 60, 61, School Act