

REGULATION #8800.2 LEARNING RESOURCES: CHALLENGE

1. DEFINITION

A challenge to a print or non-print learning resource means a formal complaint has been received by a school or the School District No. 36 (Surrey) about the appropriateness of a learning resource from a student, district employee, or parent/guardian. (*Please refer to [Regulation #8800.1](#) for definitions of a learning resource.*)

1.1. Provincially Recommended Learning Resources ([Appendix II](#))

The B.C. Ministry of Education is ultimately responsible for dealing with formal complaints about a provincially recommended learning resource.

Concerns regarding the use of provincially recommended learning resources that are not resolved at the school or district level are referred to the BC Ministry of Education.

Recommended refers to the legal status granted to a learning resource which has been evaluated and approved by the BC Ministry of Education for use in all BC schools and designated by the BC Minister of Education as Recommended.

1.2. The Challenge Process

a) Step 1: School Level ([see Appendix I](#))

- (i) The principal or vice principal, and other school-based personnel (including the School Standing Advisory committee if sensitive issues are identified) meet with the challenger. The challenge process is reviewed and there is an attempt to come to a resolution.
- (ii) Should this matter not be resolved at the school level, the principal/vice-principal refers the challenge to the appropriate Director of Instruction responsible for the curriculum or content area and the person issuing the challenge completes [Form #11305.20: Challenge of a Provincially Recommended or Locally Approved Learning Resource form](#). The principal/vice-principal provides a copy to the office of the appropriate Director of Instruction responsible for Learning Resources. Discussion of the appropriateness of the material is based upon the BC Ministry of Education's evaluation criteria as outlined in the most current

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edition of the BC Ministry of Education Guide '*Evaluating, Selecting, and Managing Learning Resources*'.

- b) Step 2: District Level
 - (i) The Director of Instruction reviews the information and consults with district personnel. If, following consultation, there is no resolution reached, the challenge will be referred to the B.C. Ministry of Education, with a copy of all documentation provided to the superintendent's office.
 - (ii) The person issuing the challenge receives a direct response from the BC Ministry of Education, with a copy to the superintendent. The superintendent's office distributes copies to the appropriate Director of Instruction and principal.
 - (iii) If sensitive issues are identified the learning resource is referred to the District Standing Advisory Committee. (Reference 3.2)

2. LOCALLY APPROVED LEARNING RESOURCES ([Appendix III](#))

2.1. The Challenge Process

- a) Step 1: School Level
 - (i) All concerns regarding the appropriateness of a learning resource should be brought to the attention of the school principal/vice-principal.
 - (ii) The principal or vice principal, and other school-based personnel (including the School Standing Advisory committee if sensitive issues are identified) meet with the challenger. The challenge process is reviewed and there is an attempt to come to a resolution.
 - (iii) Discussion of the appropriateness of the material will be based upon the Ministry's criteria as outlined in the most current edition of the BC Ministry of Education Guide '*Evaluating, Selecting, and Managing Learning Resources*'.
 - (iv) If the matter is not resolved at the school level, the challenger may wish to proceed with a formal challenge at the district level by completing the [Form #11305.20: Challenge of a Provincially Recommended or Locally Approved Learning Resource form](#).

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- (v) The resource in question will not be removed from the locally approved list unless the district challenge process is complete and the resource is deemed inappropriate.
- b) Step 2: District Level
- Upon receipt of [Form #11305.20: Challenge of a Provincially Recommended or Locally Approved Learning Resource form](#), the Director of Instruction will contact the challenger to acknowledge receipt of the documents and invite the challenger to attend a meeting of the District Learning Resource Challenge Committee.
- (i) The District Learning Resources Challenge Committee is composed of:
- 1 Director of Instruction (Chair and/or designate)
 - 1 Helping Teacher in subject area concerned
 - 2 District Parent Advisory Council (DPAC) members
 - 2 representatives from the Surrey Principal/Vice-Principal Association (SPVPA) (1 elementary and 1 secondary)
 - 2 representatives from the Surrey Teachers' Association (STA) (which includes at least one Teacher-Librarian)
- (ii) The person issuing the challenge is invited to present his/her concerns at the beginning of the committee meeting and then withdraws to allow the committee to deliberate.
- (iii) The committee reviews the challenge according to accepted criteria.
- (iv) At the conclusion of the review process, the director advises the superintendent and subsequently informs the challenger, in writing, of the results of the committee's deliberations.
- (v) This concludes the challenge process for Library Materials.
- (vi) This also concludes the challenge of other learning resources unless they contain sensitive issues and are referred to the District Standing Advisory Committee on Sensitive Issues by the superintendent or designate.

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3. SENSITIVE ISSUES (Reference Policy 8425)

Where a challenged learning resource meets criteria and is deemed to contain sensitive material, the matter will be referred to the District Standing Advisory Committee for further deliberation.

3.1. School Standing Advisory Committee

a) Purpose

The School Standing Advisory Committee advises the principal/vice principal on matters related to curriculum and instruction in areas deemed to be of a sensitive nature.

b) Committee Representation

The committee includes representation from administration, teachers, parents; as well as, when appropriate, students and members of the community.

c) Meeting Process and Structure

Principals determine the school's specific meeting structure and decision-making processes in collaboration with members from their staff and the parent advisory council's executive.

3.2. District Standing Advisory Committee

a) Purpose

The District Standing Advisory Committee advises the superintendent on matters related to curriculum and instruction in areas deemed to be of a sensitive nature.

Issues are referred to the committee by the superintendent or designate.

b) Committee Representation

- 1 Assistant Superintendent (Chairperson)
- 1 Director of Instruction
- 1 Trustee
- 3 Parents from the District Parent Advisory Council (DPAC)

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- 1 Elementary Teacher appointed by the Surrey Teachers' Association (STA)
- 1 Secondary Teacher appointed by the Surrey Teachers' Association (STA)
- 1 Elementary Principal appointed by the Surrey Principal/Vice-Principal Association (SPVPA)
- 1 Secondary Principal appointed by the Surrey Principal/Vice-Principal Association (SPVPA)
- Non voting additional resource personnel as required

c) Meeting Process and Structure

- All committee representatives are voting members except the chairperson and any non-voting resource personnel.
- The committee shall strive for a consensus recommendation. Should a vote become necessary, a two-thirds majority is required before a recommendation is put forward.
- Should a two-thirds majority not be achieved, a report on the deliberations with a summary of the conflicting opinion is submitted to the Superintendent for a decision.
- Meetings are held as required.
- Agendas are to be circulated in advance.
- Minutes of meetings and recommendations are to be kept on file and circulated as appropriate.

An assistant superintendent convenes the committee upon receipt of the concern, as identified by the results of the District Learning Resource Challenge Committee's review process:

- (i) The Chair of the District Learning Resource Challenge Committee is invited to present the results of the committee's review process at the beginning of the first meeting and then withdraws to allow the committee to deliberate.
- (ii) The Chair of the District Learning Resource Challenge Committee is informed of the results of the committee's deliberations.

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(iii) Affected parties are advised as appropriate.

APPENDICES:

- I. [Form 11305.20: Challenge of a Provincially Recommended or Locally Approved Learning Resource](#)*
- II. [Process for the Challenge of a Provincially Recommended Learning Resource](#)*
- III. [Process for the Challenge of a Locally Approved Learning Resource](#)*

Approved: 2007-06-28

X-Ref: [Form 11305.20](#)