



POLICY: KLB PUBLIC COMPLAINTS ABOUT THE
CURRICULUM OR INSTRUCTIONAL
MATERIALS

REGULATION:

EXHIBIT:

A. Responsibility

1. Accessibility

The Seine River School Division recognizes its responsibility to ensure that its teaching staff and students have access to quality instructional materials. Specifically, the Division must provide appropriate mechanisms for the selection and review of teaching and learning materials.

2. Selection

The teaching staff, in consultation with administration, is responsible for the selection of appropriate Instructional materials as outlined below.

B. Selection Process

1. Aims

The selection process must seek to achieve:

- a) consistency with the goals and objectives of the Division;
- b) enrichment and support of the curriculum guidelines provided by the Department of Education;
- c) compatibility with the developmental needs of students;
- d) enhancement of the teaching/learning process.

2. Criteria

The selection process must ensure that instructional materials chosen are:

- a) appropriate to the developmental level of the students;
- b) non-exploitative of individuals, cultures or societies;
- c) reflective of the various sides of controversial issues so as to develop critical analysis and informed objective judgement by students;
- d) representative of artistic, historic and literary concepts.

APPROVED: April 10, 1990

REVISED:

SOURCE: Policy 3.33

OTHER REFERENCE:



C. Review Process

1. Informal

Informal review consists of the following procedures:

- a) Persons or groups who have concerns about particular instructional materials may initiate an informal review by communicating their concern to the teacher(s) use the materials either directly or through the administration of the school;
- b) Teacher(s) and/or principal will offer an explanation as to the purposes and uses of the materials; the aims, criteria and methods used in their selection; and the role of the materials in the school's curriculum;
- c) Should the informal review process leave the concern unresolved the principal must inform the complaint(s) of the right to initiate the formal review process outlined below.

2. Formal

The formal review process shall be initiated if, and only if, the concern resulting in the informal review remains unresolved.

During the period in which instructional materials are under formal review their use in the school is at the discretion of the teacher(s) in consultation with the principal.

Formal review consists of the following procedures:

- a) The person(s) requesting the formal review must complete the Request for Formal Review of Instructional Materials form which is available at the school and/or School Division Office;
- b) The completed request form must be returned to the principal of the school within two weeks;
- c) The Superintendent will, within one week, constitute a Review Committee to deal with the request according to the following terms of reference:
 - i) No person(s) party to the informal review process, will be eligible for membership on the Review Committee.

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- ii) The Review Committee will be composed of:
 - a) one principal of a Manitoba school similar to the one in which the complaint originates;
 - b) a Manitoba teacher conversant with the materials;
 - c) a neutral professional (i.e. University professor, journalist) conversant with the material; and
 - d) two parents from the community.

- iii) Duties of Review Committee:
 - a) The Review Committee shall appoint a chairperson from amongst its members;
 - b) The Committee will within two weeks, convene a closed hearing to hear such evidence as it deems necessary to ensure:
 - i) a fair hearing of those individuals involved in the informal review;
 - ii) a thorough, objective examination of the materials; and
 - iii) consideration of the use of the materials in the context of the stated aims and criteria.
 - c) The Committee will, within two weeks of the hearing, prepare and submit a written report to the Superintendent which:
 - i) states their recommendations and rationale for same;
 - ii) shall be binding subject to the appeal process described below;
 - iii) shall be available to all concerned individual(s) upon request.

3. Appeal

The ruling of the Review Committee may be appealed through the Superintendent to the Board, which may accept or reject to hear the appeal. Should the Board agree to hear the appeal it shall be considered in open session.

The ruling of the Board on any appeal is final and binding on all parties.

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