

**TEACHING AND LEARNING MATERIALS: SELECTION AND REVIEW****RESPONSIBILITY****Accessibility**

The Seven Oaks 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.

**Selection**

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

**SELECTION PROCESS****Aims**

The selection process must seek to achieve:

- Consistency with the goals and objectives of the division.
- Enrichment and support of the curriculum guidelines provided by the Department of Education.
- Compatibility with the development needs of students.
- Enhancement of the teaching process.

**Criteria**

The selection process must assure that instructional materials chosen are:

- Appropriate to the developmental level of the students.
- Non-exploitative of individuals, cultures, or societies.
- Reflective of the various sides of controversial issues so as to develop critical analysis and informed, objective judgement by students.
- Representative of artistic, historic, and literary concepts.

## Review Process

### Informal

Informal review consists of the following procedures:

- Persons, or groups, who have concerns about particular instructional materials may initiate informal review by communicating their concern to the teacher(s) using the materials either directly or through the administration of the school.
- Teachers and/or principals will offer explanation as to 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.
- Should the informal review process leave the concern unresolved the principals must inform the complainant(s) of their right to initiate the formal review process outlined below.

### Formal

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

Formal review consists of the following procedure:

- The person(s) requesting the formal review must complete the Request for Formal Review of Instructional Materials which is available at the school and/or School Division Office.
- The completed request form must be returned to the principal of the school within two weeks.
- The copy of the completed form must be filed with the Superintendents' Department within twenty-four hours of receipt by the principal.
- The Superintendent will, within one week, constitute a Review Committee to deal with the Request according to the following terms of reference.
- No person(s) party to the informal review process will receive membership on the Review Committee. The composition of the Review Committee will be.
- One principal of a Manitoba school similar to the one in which the complaint originates.
- A Manitoba teacher conversant with the materials.

- A neutral professional (e.g., University professor, journalist) conversant with the material.
- Two parents from the community.

One of the five above which shall be selected by the Committee as chairperson.

- The Committee will, within two weeks, convene a closed hearing to hear such evidence as they deem necessary to ensure.
- A fair hearing of those individuals involved in the informal review.
- A thorough, objective examination of the materials.
- Consideration of the use of the materials in the context of the stated aims and criteria.
- The Committee will, within two weeks of the hearing, prepare and submit a written report to the Superintendent which states their recommendations and rationale for same.
- Shall be binding subject to the appeal process described below.
- Shall be available to all concerned individual(s) upon request.
- 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.

### **Appeal**

- The ruling of the Review Committee may be appealed through the Superintendent to the Board, which may accept or reject 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.

**REQUEST FOR FORMAL REVIEW OF INSTRUCTIONAL MATERIALS**

This form is to be used when an informal approach, as outlined in School Board policy, has not resolved the concern or issue to the satisfaction of the complainant.

The complainant should note the criteria used by the Division in selection instructional materials. If possible, the concern or issue raised should be related to one or more of these criteria.

**Identity of the material in question**

1. Type of material (please check):

\_\_\_\_\_ book \_\_\_\_\_ film \_\_\_\_\_ cassette

\_\_\_\_\_ periodical \_\_\_\_\_ filmstrip \_\_\_\_\_ other

\_\_\_\_\_ pamphlet \_\_\_\_\_ record

2. Title of material: \_\_\_\_\_

3. Author or producer: \_\_\_\_\_

4. School in which it is located: \_\_\_\_\_

5. Grade(s) and subject(s) in which material is used: \_\_\_\_\_

\_\_\_\_\_

**Identity of Person Requesting Consideration**

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. If authorized to represent a group or organization, please identify:

\_\_\_\_\_



3. In your informal discussions with the school about your concerns, explanations for using materials have been given to you. Please indicate why these explanations have not been a satisfactory resolution of your concern(s).

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SIGNATURE OF COMPLAINANT

\_\_\_\_\_  
DATE