



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES CHALLENGES TO BOOKS AND OTHER MATERIALS

The Board recognizes that, at times, students and/or staff may be exposed to materials which present information, ideas or attitudes which some may consider to be controversial, inappropriate or offensive.

The Director of education/designate will be responsible for the implementation of the Board's procedural guideline.

The Director of Education/designate will be responsible to facilitate the hearing of potential objections and to guide appropriate action when books or other materials are challenged by any member of the Catholic community.

SCHOOL LEVEL

1. The complainant will be invited to express his/her concern in writing, clearly stating the name/title of the resource and the specific nature of the concern using the "Request for Reconsideration of School Resources" form.
2. Upon receipt of the completed form, a Review Committee chaired by the school principal will be established. This committee will be comprised of two teaching staff members and two parent representatives.
3. The Review Committee, after analyzing and discussing the resource and the complaint, will decide on a course of action.
4. The complainant will be notified in writing of the decision by the school principal and the reasons for it.
5. The complainant will retain the right to refer the matter to the Director of Education and the Board of Trustees for further reconsideration.

6. The challenged resource will remain in circulation to all students and/or staff until the result of the review is known.

BOARD LEVEL

1. The School Superintendent will receive the request for further reconsideration and review the school-level analysis and decision.
2. The Board's Policy Number 4003, Processing Complaints, will be followed from this stage on.