



# 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. Any parent shall have the right to file a complaint regarding questioned material to which they object. The complaint shall be filed in writing and the procedures for processing such complaints are as follows:

#### 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, two parent representatives and a clergy representative (e.g., parish priest, sister).
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. A summary of the complaint, action taken, and the decision of the Review Committee shall be sent to the Director of Education or designate.
6. The challenged resource will remain in circulation to all students and/or staff until the result of the review is known.

#### BOARD LEVEL

Should a complainant not be satisfied with the decisions of the review in the school, the complaint may be presented for further consideration, as follows:

1. The School Superintendent will receive the request for further reconsideration and review the school-level analysis and decision.
2. If the complainant is not satisfied with the reconsideration of the School Superintendent, the complaint will be referred to the Director of Education.
3. The Board's Policy Number 4003, Processing Complaints, will be followed from this stage on.