

Curriculum & Instruction 8410	Administrative Application	
	Last Reviewed /Approved on:	December 29, 2025
	References:	The Education Regulations, 2019, Part 10, Sec. 42 STF Governance Handbook Request for Reconsideration of Instructional or Learning Resource Form Policy 12 – Role of the Director
	Status:	Operational

## Preamble

The purpose of this application is to give direction in situations where instructional or learning resources are challenged for inclusion or exclusion in the school setting. In such instances, the principle of freedom to read, listen, and view shall be defended through the faith perspective of Catholic teaching.

## Definitions

### 1. Instructional Resource

This term refers to all teacher references and materials for use in the classroom that require the direct guidance of the classroom teacher.

### 2. Learning Resource

This term refers to an item or collection of items in any format or combination of formats. Learning resources may be used by a student independently or under teacher guidance, and would normally be included in a library collection, a classroom collection, an electronic collection or be available for classroom use. Classroom resources may include textbooks, workbooks, anthologies, and other print and non-print resources that are provided by the school division for classroom use, as well as materials selected by individual teachers.

A request for reconsideration regarding the inclusion or exclusion of a specific instructional or learning resource may be made by a church authority, ratepayer of the Regina Catholic School Division (RCSD), school division employee, or parent.

## Application

1. The following will be considered in the process of reconsideration of instructional or learning resources in relationship to the school setting:
  - a. The principle of freedom to read, listen and view shall be defended.
  - b. The faith and moral perspectives of the Catholic Church shall be defended.

- c. During the request for reconsideration process and any associated appeals:
  - i. Access to material under request for reconsideration shall not be restricted.
  - ii. Where an exclusionary request for reconsideration involves a parent, that parent may request alternate reading, viewing, or listening material for their child.
- d. Decisions to support requests for reconsideration of inclusion shall not be interpreted as:
  - i. Faulty judgement on the part of individuals involved with the original selection process.
  - ii. Faulty judgement on the part of individuals using the material in question.
- e. In cases of formal requests for reconsideration, decisions of the Reconsideration Committee are binding for all schools within the school division.

## **2. Informal Request for Reconsideration Process**

Initially, all requests for reconsideration of materials shall be received informally at the school level. Informal reconsideration involves:

- a. School level discussion with the principal, other staff deemed appropriate by the principal, and the person requesting reconsideration.
- b. An opportunity for the person requesting reconsideration to be fully apprised of the school division application involving the selection of instructional and learning resources.
- c. An explanation of curricular context for the material in question, its intended usefulness, and additional information regarding its use. The principal or other appropriate staff may also refer the questioner to someone who can identify and explain the use of the resource.
- d. An explanation of the formal reconsideration process should informal resolution not be attainable. If the questioner wishes to file a formal challenge, the *Request for Reconsideration of Learning Resources Form* is given to the person.

## **3. Formal Request for Reconsideration Process**

Formal requests shall not take place unless the informal route has been unsuccessfully applied. Formal reconsideration involves:

- a. Completion of the form *Request for Reconsideration of Learning Resources Form* by the questioner identifying the objection(s) to the learning resource.
- b. Submission of the completed form to the principal.
- c. Completion of the "For Office Use Only" section by the principal.

- d. Submission of the form to the appropriate superintendent.
- e. Upon receipt of the form, the Superintendent shall strike a Reconsideration Committee in accordance with prescribed procedure for conducting a comprehensive review of the resource in question.
  - i. Membership of the Reconsideration Committee shall include:
    - (1) Supervisor of Curriculum and Instruction (Chair)
    - (2) Coordinator of Catholic Education Services
    - (3) Superintendent
    - (4) Representative from the Board/Archdiocesan Liaison Committee
    - (5) School-based administrator (may vary according to the levels of material under consideration)
    - (6) Teacher (may vary according to the levels of material under consideration)
  - ii. The role of the Reconsideration Committee is to:
    - (1) Examine the resource in question.
    - (2) Determine the professional acceptance by reading critical reviews of the resource.
    - (3) Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
    - (4) Discuss the challenged resource in the context of the educational program.
    - (5) Prepare a written report based on the points made in the request to reconsider and the application of the four items identified above.
    - (6) Submit a copy of the written report to the Director of Education and the appropriate superintendent, with copies forwarded to the principal and questioner. The written report is to be retained by the appropriate superintendent and the Supervisor of Curriculum and Instruction.
- f. A decision rendered by the Reconsideration Committee is considered binding for the entire school division.

- i. Retain the learning resource and continue its use, or
- ii. Restrict the learning resource in use in some defined, limited way, or
- iii. Remove the learning resource from use.

### Request for Reconsideration of Instructional or Learning Resource

Name of Applicant		Date	
Address		Phone	
Representing	<input type="checkbox"/> Self <input type="checkbox"/> Organization/Group _____		
Do you have a child in a Regina Catholic School? <input type="checkbox"/> Yes <input type="checkbox"/> No		Grade	
Name of School			
Requesting reconsideration of: <input type="checkbox"/> Book <input type="checkbox"/> DVD/Video <input type="checkbox"/> Magazine <input type="checkbox"/> Music <input type="checkbox"/> Other			
If other, please identify the medium:			
Title of Resource		Author	
Publisher		Copyright Date	

### Description of Concerns with the identified Instructional or Learning Resource

*Please answer the questions that appear below. Should more space be required, please attach your response(s).*

1. Have you read, viewed, or listened to the resource in its entirety?
2. If "no", what sections did you review?
3. What, specifically do you object to in this resource?
4. Can you identify any positive features of this resource in whole or in part?
5. What problem(s) do you feel might arise from use of this resource?

6. What other information have you read or heard about this resource?
7. Do you believe this resource might be suitable for another age group or maturity level? If "yes", which would that be?
8. Is there another resource that provides adequate information on the subject matter, and that you would recommend for use in this school?
9. What action do you recommend should be taken concerning this resource?

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted to Principal

**For Office Use Only**

<b>To be completed by the principal</b>	
Informal discussion date(s)	Participants & Titles
<b>To be completed by the appropriate superintendent</b>	Date Received