

### LEARNING COMMONS RESOURCES RECONSIDERATION

The Division believes that the learning commons is an inclusive, flexible, learner-centered, physical and/or virtual space for collaboration, inquiry, imagination and play to expand and deepen learning as described in Alberta Education's *Ministerial Order on Student Learning*. The selection of materials for use in the learning commons is established in the *Learning Commons Resources (AP 240)*, and follows rigorous standards and guidelines supported by Alberta Education. Some learning commons resources may involve sensitive issues or topics that may solicit conflicting value positions within the school division's communities.

Concerns about learning commons materials should be made in a respectful manner, at an appropriate time and place that is not in the presence of students or during instructional time. Concerns will be resolved in a collaborative manner that is respectful of differences and is in the best interests of preserving an open and effective relationship between the Division, guardians, and students.

Requests for reconsideration are best resolved as close to the source of the concern as possible, and community members are encouraged to discuss their concern with the Learning Commons Facilitator (LCF) and/or School Administrator(s) prior to pursuing a formal materials review.

The Division will review the selection of any materials upon receipt of a *Learning Commons Resources - Request for Reconsideration* (form 240-1) to the Director of Learning - Instruction (Literacy).

#### 1. Step 1: School Level

- 1.1 The Division employee who is contacted with a concern or complaint will advise the citizen of the Division's process.
- 1.2 All concerns regarding the appropriateness of a learning commons resource shall be brought to the attention of the School Administrator(s), who will then inform the Instructional Media Commons (IMC) Coordinator and the Director of Learning - Instruction (Literacy).
- 1.3 The School Administrator(s) will meet with the challenger. The challenge process is reviewed and there is an attempt to come to a resolution. Every attempt should be made to resolve the concern at the earliest stage of the process in a timely manner. Challenges can be resolved by:
  - 1.3.1 moving the challenged material to a different section;
  - 1.3.2 creating alerts on specific student's Integrated Library System (ILS) Patron Records to align shared materials with guardian expectations;
  - 1.3.3 creating alerts on specific ILS catalogue records to limit checkout to appropriate age ranges; and/or
  - 1.3.4 highlighting the importance of retaining materials to support the curriculum or the Division's *Learning Commons Resources* administrative procedure (AP 240).
- 1.3 Discussions of the appropriateness of the material will be based upon Alberta Education's Learning Commons Guidelines, curricular applications, and the Division's *Learning Commons Resources* administrative procedure (AP 240).

- 1.4 If the matter is not resolved at the school level, concerned parties may initiate the process for the formal review of a learning commons material at the division level by completing the *Learning Commons Resources - Request for Reconsideration* (form 240-1), to be submitted to the School Administrator(s) and filed with the Director of Learning - Instruction (Literacy).
- 1.6 Materials will not be removed from learning commons unless the division request for reconsideration process is completed and the resource is deemed inappropriate, except by recommendation of the Director of Learning - Instruction (Literacy).

## **2. Step 2: Division Level**

- 2.1 Upon receipt of the *Learning Commons Resources - Request for Reconsideration* (form 240-1), the Director of Learning - Instruction (Literacy) will contact the challenger to acknowledge receipt of the documents.
- 2.2 If form 240-1 is not received, the case will be considered closed.
- 2.3 The Director of Learning - Instruction (Literacy) may meet with the individual directly to ensure the issue is heard.
- 2.4 The Director of Learning - Instruction shall consider the concern or complaint which may include gathering information from professional resources or experts or involving other members of the Division's administration as required.
- 2.5 If the challenged material is deemed appropriate, it will be retained in the collection. If the challenged material is deemed inappropriate, it will be removed from the collection.
- 2.6 The Director of Learning - Instruction (Literacy) shall communicate their decision or resolution of the concern in writing and include a rationale for the decision to the Superintendent and original citizen submitting form 240-1.

## **3. Confidentiality**

- 3.1 A concern must be handled in a confidential manner, following Alberta's Freedom of Information and Protection of Privacy (FOIP) Act.
- 3.2 The Director of Learning - Instruction (Literacy) and School Administrator(s) will retain all articles and correspondences associated with each material challenge.