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**404 Instruction AP – Challenged Learning Materials**

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### **Background**

The Division shall provide a process whereby concerned individuals or groups may register a complaint regarding any items included in the learning commons (library) collection or used as a learning resource by a staff member or consultant. The following procedure is provided to facilitate this process.

### **Procedures**

1. The complaint is to be received courteously and non-judgmentally by the individual who is contacted.
2. The complainant shall be asked to complete the Request for Reconsideration of Learning Resources Form (Form 410 -1).
3. The Principal is to be advised immediately of the nature of the complaint.
4. Copies of the completed Request for Reconsideration of Learning Resources Form shall be distributed to:
  - a) The Principal;
  - b) The Superintendent; and
  - c) The Review Committee.
5. The Principal, in consultation with the Superintendent, shall establish a Review Committee to examine the item(s) in question and make recommendations.
6. Materials in question shall be evaluated with respect to:
  - a) Administrative Procedure 403 – Selection of Learning Materials;
  - b) Alberta Education policy re: Controversial Issues in the Classroom; and
  - c) Existing community culture and values.
7. The recommendations of the Review Committee shall be provided to the Principal for consideration in a decision.
8. The Principal shall advise the complainant notified in writing of the decision.
9. The Principal's decision may be appealed to the Superintendent.

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**Approved:** September 1, 2025 Superintendent *Reagan Weeks*

Reference: Section 3, 18, 32, 33, 41, 52, 53, 196, 197, 204, 222, 225 Education Act  
Ministerial Order 030/2025  
Guide to Education ECS to Grade 12