

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: CHALLENGED LITERARY SCHOOL
MATERIALS**

PROCEDURE CODE:	714 AP 003
Policy Reference: 714 – Library Learning Commons	Exhibits: 714 E 001 – Request for Reconsideration of School Literary Materials

OBJECTIVE

The Division shall provide a process any student, staff member, parent/guardian, school council member, or community member with a direct connection to the school may submit a complaint regarding school literary materials. The following procedure is provided to facilitate this process.

PROCEDURES

If the suitability of a resource is challenged, the following procedure should be followed. A satisfactory resolution may occur at any point in this process:

1. Complaints are received courteously and non-judgmentally.
2. The principal is notified immediately and provides the complainant with the Request for Reconsideration of School Literary Materials Form (Form 714 E 001).
3. The principal will review the request upon receipt of the Request for Reconsideration of School Literary Materials Form.
4. The principal may include members of the administration team, department head/lead teacher, library learning commons staff and/ or the teacher(s) in the review.
5. Materials in question shall be evaluated with respect to:
 - 5.1. Ministerial Order 034/2025.
 - 5.2. Alberta Education policy Example: Controversial Issues in the Classroom.
 - 5.3. Administrative Procedure 714 – Learning Materials Selection.
 - 5.4. Existing community culture and values.
6. The principal renders a decision within 30 school days of receiving the request for review and notifies the complainant in writing.

7. The principal's decision may be appealed to the Superintendent or designate. The Superintendent renders a decision within 30 school days and outcomes are communicated to the complainant and relevant stakeholders.
8. All challenges and outcomes are documented, and the public list of school literary materials is updated as needed.

Reference: Section 3, 18, 32, 33, 41, 52, 53, 196, 197, 204, 222, 225 Education Act

Ministerial Order 034/2025

Guide to Education ECS to Grade 12

Approved: January 1, 2026

