

## LEARNING RESOURCES FOR CLASSROOM USE POLICY

### POLICY

The learning of individual students is enhanced by the use of a variety of learning materials, which are appropriate to each student's developmental level and learning style.

The Board promotes the development of a resource-rich learning environment. For purposes of this policy, resources will refer to print and non-print materials that are curriculum-related, age-appropriate, and accommodating to a wide range of learning levels and interests.

### ADMINISTRATIVE PROCEDURES

#### 1. Provincially Recommended Learning Materials

Provincially recommended materials support the provincial curricula, are evaluated through the provincial evaluation process. These are approved by the Ministry for use in all British Columbia schools and are listed in the Catalogue of Learning Resources.

#### 2. Locally Evaluated Learning Materials

Teachers may choose to use provincially recommended resources to support provincial or Board-approved (BAA courses) and locally-developed curricula; or they may select resources not on the recommended list. Resources used and not on the recommended list must be evaluated and approved through a local, Board-approved process.

#### 3. Criteria for the Selection of Locally Evaluated Learning Materials:

- 3.1 Prospective learning resources shall support or enrich provincial learning outcomes as well as the Montessori philosophy
- 3.2 Prospective learning resources shall be of high quality in content and presentation, and shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
- 3.3 Prospective learning resources shall reflect an awareness of our pluralistic society, and an understanding of the contribution made by women, minority groups, and ethnic groups to our society.
- 3.4 Quality and content being equal, learning resources that are Canadian shall be given preference
- 3.5 Learning resources, which reflect a particular bias, may be selected to meet specific curriculum objectives.

#### 4. Delegation of Responsibility for Selecting Learning Resources

Within the framework of the above, the Board delegates the responsibility for selecting learning resources for classroom use to the professional staff employed by the Board

While the selection of learning resources involves many people, it shall be the responsibility of the principal to coordinate procedures for the selection of learning resources for classroom use and to acquire learning resources from funds made available by the Board.

#### **5. Challenges by Members of the Public to the Appropriateness of Locally Evaluated Learning Materials**

In the event that the learning resources selected and not on the recommended Ministry of Education list are challenged on the grounds that they are inappropriate, the following procedures shall apply:

- 5.1 During the challenge process, access to challenged material shall not be restricted
- 5.2 The school will attempt to resolve the issue informally with the complainant. The principal or teacher shall explain to the questioner the criteria for selection and the relevance of the resource to the educational program
- 5.3 If resolution is not achieved, the principal shall direct the complainant to put in writing a "Request for Reconsideration of a Learning Resource" and returned it to the Chair of the Education Committee
- 5.4 Upon receipt of the letter, the Chair of the Education Committee shall convene a committee, consisting of a principal or vice-principal, a teacher (not using the resource) or librarian, a Board member, and one person appointed by the Parent Advisory Council
- 5.5 The Committee shall review the challenged learning resource and determine whether it conforms to the requirements (criteria) for the selection of learning resources set out above. In its review, the Committee shall confer with the complainant and may consult with other people, as it deems appropriate
- 5.6 The Committee's findings shall be conveyed, in writing, to the complainant by the Chair of the Education.
- 5.7 If the challenge is not resolved, it shall be referred to the Board for its resolution.

#### **6. Outdated materials**

Each June, staff will review resources and establish a 3 - 5 year plan for ordering new resources, focusing on areas of new curriculum. Old or out of date resources will be recycled.