

# SELECTION OF LEARNING RESOURCES

## Background

The District recognizes that a variety of learning resources are required to address diversity in the classroom. Students learn best when they are actively involved in their own learning, and when the instructional program is adapted to their individual needs, learning styles and interests.

## Definitions

Learning Resources means information which is represented, accessible, or stored in a variety of media and formats, which assists student learning as defined by the learning outcomes of the provincial curriculum.

Provincially Recommended Learning Resources are print and non-print materials that have been selected, reviewed and approved by B.C. educators in collaboration with the B.C. Ministry of Education according to a defined set of criteria. They are typically materials suitable for student use but may also include information primarily intended for teacher use.

Educational Resource Acquisition Consortium (ERAC) is an association of B.C. public school districts overseen by an Executive Committee and working together on software, video and learning resource acquisition and evaluation. All ERAC evaluated resources are considered to be Board authorized resources.

## Procedures

1. Responsibility of District and School Staff in the Selection of Learning Resources
  - 1.1 The responsibility for the selection of learning resources rests with the Superintendent, or designate, and other professional staff employed by the Board.
  - 1.2 The Superintendent, or designate, and principals/vice principals are responsible for ensuring this selection process is known and applied.
  - 1.3 Under the direction of the Principal or designate, each school is expected to establish a School Learning Resource Committee. The Committee will establish procedures for the selection and acquisition of learning resources.
2. Criteria for the Selection of Learning Resources
  - 2.1 Learning resources will support the provincially prescribed curricula and be consistent with guidelines and criteria established by the Ministry of Education, and outlined in the document: *Evaluating, Selecting and Managing Learning Resources: A Guide* (2002).
  - 2.2 Learning resources will 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.

- 2.3 Biased or slanted learning resources may be provided to meet specific intended learning outcomes (for example, to recognize propaganda and its purpose in a given context or to balance an argument).
  - 2.4 The selection of learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views so that students may have an opportunity to develop, under guidance, the practice of critical analysis and making informed judgment in their daily lives.
  - 2.5 Donated materials will be judged by the same criteria as new resources.
  - 2.6 Selection is an ongoing process that includes the culling of materials that are no longer appropriate to curricular needs.
3. Request for District Recommendation of a Resource
- 3.1 The Assistant Superintendent will consider and review requests for resource recommendations.
4. Request for Reconsideration of a Recommendation of a Resource
- 4.1 The Request for Reconsideration of a Recommendation of a Resource form (Form 250-1) is to be used by any individual or group that wishes to challenge a resource authorized or recommended by the Ministry of Education, by the District, or by a Principal.
  - 4.2 The school receiving a request regarding a learning resource shall try to resolve the issue informally.
  - 4.3 When the issue cannot be resolved, the Principal shall provide a copy of the Request for Reconsideration of a Recommendation of a Resource form (Form 250-1) to the person(s) making a formal request and assist in completing the form if necessary.
  - 4.4 A completed form is to be returned to the Principal who will forward it to the Superintendent.
  - 4.5 Where a formal written request has been filed the Superintendent will convene a review committee comprised of the Superintendent or designate, an administrator, a teacher, a member of a Parent Advisory Council, a trustee and a student where appropriate.
  - 4.6 The Superintendent or designate shall chair the committee.
  - 4.7 The committee shall refer to Ministry guidelines, ERAC recommended resource lists, District Electronic Information Systems Acceptable Use Guidelines, and any other related policies or procedures to make its decision.
  - 4.8 The determination of the committee shall be final except for the right to request an appeal to the Board through the District's Appeal Bylaw.
  - 4.9 When completed, one (1) copy is to be given to the District's Appeal Committee, one to the Principal, with the original being retained by the person submitting the application. If the applicant wishes to have a series of titles reconsidered, a separate application form must be completed for each item.

Legal Reference: *Sections 7, 8, 17, 20, 22, 65, 85 School Act*

*Evaluating, Selecting, and Managing Learning Resources: A Guide (2002)*