

## RATIONALE:

In accordance with the relevant sections of the School Act Section 168 (2) (e), Regulations, and Ministerial Orders, the Board of Education is responsible for establishing and communicating local policy and procedures for the selection of learning resources, including the establishment of a learning resources challenge process.

## PROCESS:

1. The Superintendent and/or designate will ensure that district staff and principals are aware of the relevant sections of the School Act, Regulations and Ministerial Orders, Board Policy, and Procedures. Principals shall review the learning resources Policy and Procedures with education staff as part of the start-up routine in September.
  
2. **SELECTION OF LEARNING RESOURCES**
  - 2.1 Approved learning resources are locally approved, and Ministry prescribed, authorized, or recommended, or [Focused Education Evaluated](#) resources. For the identification and selection of learning resources, classroom teachers are encouraged to refer to collections of resources, which have been evaluated and/or licensed at the district and provincial levels for use in the B.C. educational setting.
  - 2.2 When evaluating learning resources such as novels, textbooks, materials, persons, places, and web-based content classroom teachers will evaluate them against the following criteria:
    - 2.2.1 support the learning standards of the curriculum,
    - 2.2.2 assist students in making connections between what they learn in school and real-life applications,
    - 2.2.3 are developmentally and age-appropriate,
    - 2.2.4 has effective instructional and technical design,
    - 2.2.5 Meet the requirements set by copyright and privacy legislation; and
    - 2.2.6 are suitable based on social considerations.
  
3. **SELECTION PROCESS**
  - 3.1 While the selection of learning resources may involve many people (administrators, teachers, students, community persons, teacher-librarians), the responsibility for co-ordinating the selection of school learning resources and making the recommendation for purchase rests with the principal.

- 3.2 In most cases, decisions on learning resources will be made collaboratively by departments or school teams. Teacher-librarians should be encouraged to play a supporting role in the selection and acquisition of appropriate learning resources.
- 3.3 Classroom Teachers are encouraged to access the Focused Education and OpenSchoolBC module, [Learning Resources Selection for K-12](#) Educators to guide the decision-making on the evaluation of a learning resource.

#### **4. CHALLENGE PROCESS**

- 4.1 Where a resource is in use in a classroom, parents/guardians have a responsibility to respectfully discuss any concerns with their child's teacher to arrive at a mutually agreed upon solution.
- 4.2 If the concern cannot be resolved with the classroom teacher, the parent must submit their completed challenge form to the school principal. The principal will:
  - 4.2.1 Review the selection of the resource with the classroom teacher, other individuals that the principal deems necessary for the review, by using the criteria listed in 2(b) and the evaluative materials found on Focused Education,
  - 4.2.2 The principal will make a determination about the use of the learning resource and communicate it to the challenger,
  - 4.2.3 The principal will also submit the determination, along with review notes, to the Director of Instruction in charge of Learning Resources.

#### **Forms:**

[APF 315-1 Learning Resources Challenge Form](#)