



Adopted: June 28, 2011

Amended: June 3, 2020

External References

- Education Act: Sections 85, 87, 175
- Education Regulations: Section 37
- Ministry of Education "[Learning Resources Evaluation Guidelines 2020](#)"

Internal References

- AP 505 School Fees
- Form 203-1 Reconsideration of Learning Resources Request

Background

The Division authorizes the purchase of instructional resources to meet and satisfy the vision, mission, guiding principles and goals of the Division.

Procedures**1. General**

- 1.1 Classroom instructional resources and supplies are to be selected from the Ministry of Education guides and from other sources that meet curricular outcomes and Division administrative procedures.
- 1.2 Curricular required materials, such as workbooks, which are an integrated part of the core program for students are supplied by the Division.
- 1.3 Students are to supply their own dictionaries, atlases, pencils, pens, notebooks and related supplies.
- 1.4 In general, materials used for instructional purposes in Practical Applied Arts (PAA) and band are to be supplied to the student. However, in some areas where students make projects beyond the basic project, a fee may apply. Refer to Administrative Procedure 505 School Fees.

2. Selection of Resources

- 2.1 Students should be provided with a wide variety of materials at varying levels of difficulty with diversity of appeal and varying points of view that are consistent with the beliefs and goals of the Division.
- 2.2 While the selection of learning resources may involve many people – superintendents, administrators, consultants, teachers, students and community – the responsibility for selection and purchase rests with the Principal, teachers and school librarian.
- 2.3 Materials selected for the school library resource centres (learning commons) are to be consistent with the following:
 - 2.3.1 They support and are consistent with educational goals of the province, Division, individual school and specific courses.
 - 2.3.2 They are appropriate for the subject area, as well as age and ability of the student for whom they are intended.
 - 2.3.3 They meet high standards of quality in factual content, accuracy, balance, integrity and presentation.

2.3.4 They are developed by authoritative and competent authors and producers.

3. Challenged Resources

3.1 Any resident or employee of the Division may formally challenge learning resources used in Division schools.

3.2 The challenge must be on the basis of appropriateness.

3.3 Informal Requests

3.3.1 The Principal or designate receiving a complaint regarding a learning resource is to try to resolve the issue informally.

3.3.2 The Principal or designate is to explain to the individual initiating the request the selection procedure, criteria and qualifications of those persons selecting the resource.

3.3.3 The Principal or designate is to explain the intended use of the resource in question and any additional information related to its use.

3.3.4 If the individual initiating the request is not satisfied, a formal challenge can be filed.

3.4 Formal Requests

3.4.1 All formal objections to learning resources are to be made on Form 203-1 Reconsideration of Learning Resources Request.

3.4.1.1 The form is to be filed with the Principal.

3.4.1.2 The Principal is to submit the form to the Director or designate.

3.4.1.3 The Director or designate is to submit the form to a reconsideration committee.

3.5 The Reconsideration Committee:

3.5.1 Is composed of one (1) member of the Division staff chosen by the Director or designate, one (1) member of the school teaching staff, one (1) library staff member and one (1) Administrative Council member.

3.5.2 May choose to consult Division support staff and/or community members with related professional knowledge.

3.5.3 Is to review the challenged resource and judge whether it conforms to the guidelines for selection. The review shall:

3.5.3.1 Examine the challenged resource.

3.5.3.2 Determine the professional acceptance by reading critical reviews of the resource.

3.5.3.3 Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.

3.5.3.4 Discuss the challenged resource in context to the educational program.

3.5.3.5 Prepare a written report which is to be:

3.5.3.5.1 Discussed with the individual initiating the request.

3.5.3.5.2 Retained by the Director or designate, with copies forwarded to the Principal and the individual initiating the request.

3.5.4 The decision of the reconsideration committee is binding on the individual school.

3.5.5 Notwithstanding this procedure, the individual initiating the request has the right to appeal any decision of the reconsideration committee to the Board as the final review panel.