

**LEARNING RESOURCES FOR CLASSROOM USE**

Adopted: 2006-08-29	Reviewed: n/a	Amended: 2011-05-03
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**POLICY**SUBJECT: **LEARNING RESOURCES FOR CLASSROOM USE**

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The learning of individual students is enhanced by the use of a variety of learning materials which are appropriate to students' developmental levels and learning styles.

The Board of Education promotes the development of a resource rich learning environment in each of its schools. For purposes of this policy, resources will refer to those materials intended for extensive classroom use either print or non-print and that are curriculum related, age-appropriate, and accommodating to a wide range of learning levels and interests.



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## **REGULATIONS**

SUBJECT: **LEARNING RESOURCES FOR CLASSROOM USE**

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### **Definitions:**

1. Learning Resources

Any class set of textbooks, workbooks and novels that are used extensively in the implementation of IRP learning outcomes.

2. Supplemental Resources

Incidental resources that are used to enhance student learning beyond what the approved learning resources will accomplish or those resources used address individual and/or small group learning needs and interests such as guided reading resources, individually selected novels, supplemental tests, and videos. Supplemental resources will be selected by classroom teachers as needed and subject to Policy #5110 "*Challenging Controversial Materials*".

### **Provincially Recommended Learning Materials**

In addition to Ministry approved resources the School District recognizes the approval process of ERAC (Education Resource Acquisition Consortium) as being acceptable and therefore approved with the proviso that the "cautions" as identified in sections (e) and (f) under "Delegation of Responsibility for Selecting Learning Resources", must be communicated accordingly. Provincially approved resources have a 5-year lifespan.

Resources approved by FNEESC (First Nations Education Steering Committee) are course-specific and are not approved for use across the curriculum.

### **Locally Evaluated Learning Materials**

Schools may also choose to use Board approved and locally developed resources 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 as outlined under Delegation of Responsibility for Selecting Learning Resources.

### **Criteria for the Selection of Locally Evaluated Learning Materials**

Prospective learning resources must be shown to support provincial learning outcomes.

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. 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. Quality and content being equal, learning resources that are Canadian shall be given preference. Learning resources which reflect a particular bias may be selected to meet specific curriculum objectives that deal specifically with issues of bias.

### **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 School District.

Learning resources will be classified as locally approved as follows:

- a) Department/Teacher to review the resource under consideration using the ERAC criteria and complete a Request for Resource Approval Form (attached) and submit to administration.
- b) School administration evaluates the submission and determines whether or not it is submitted to the Superintendent for approval (as per Request for Resource Approval form).
- c) Superintendent reviews recommendation from school and makes the final decision about resource use.
- d) Superintendent communicates a list of district-approved resources to schools in the district and includes a copy on the district website.
- e) If the resource is approved, all “cautions” identified through the ERAC review are communicated with specific examples to students and parents with sufficient time that the resource in question can be reviewed individually by anyone that has a concern.
- f) Communication to parents will include:
  - i) Cover letter from teacher introducing resource.
  - ii) Explanation of review process to date.
  - iii) Copy of ERAC criteria as they apply to the resource.
  - iv) Explanation of curricular fit with identified learning outcomes.
  - v) Identified process of contact and review opportunities for the parent.
  - vi) Teacher letter is reviewed by school administration prior to release.

If a parent concern remains, School District Policy #5110 (Challenging Controversial Material) will be referred to.

School administrators and staff review all Learning and Supplemental Resources as defined in Policy #7525 that have been selected for classroom use to ensure that they have been approved either provincially (prior to 2006) or locally (2006 to present).

District-approved resources will be reviewed on a 5-year cycle.

Challenges to learning resources will be handled as per Policy #7530 – *Challenge, Equivalency, External Credentials, Post Secondary Credit, and Independent Directed Studies.*

**School District #78 (Fraser-Cascade)**  
Request for Resource Approval Form

School: \_\_\_\_\_ Division/Department: \_\_\_\_\_

Date: \_\_\_\_\_

Resource Name: \_\_\_\_\_

Author/Publisher: \_\_\_\_\_

Resource Type: Textbook; Novel; Video; Other \_\_\_\_\_

Course/Subject: \_\_\_\_\_

This resource will be used in the following manner (main resource, single, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This resource addresses the following IRP learning outcomes (identify main ones):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This resource has been evaluated by the above named division/department and approved by the school principal:

Signatures:

Division/Department Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal

Approved: Superintendent's Signature: \_\_\_\_\_