



BOARD OF EDUCATION

POLICY DEVELOPMENT COMMITTEE

November 24, 2020

4:30 p.m.

Via Zoom Video Conference

AGENDA

- | | |
|---|-----------|
| 1. Call to Order/Acknowledgement (<i>this meeting is being recorded</i>)..... | Chair |
| 2. Approval of Agenda | Chair |
| 3. Approval of Minutes – September 29, 2020 Page 1 | Chair |
| 4. Draft Revised Policy #5080 – <i>Unauthorized Visitors in Schools</i> Page 4 | B Moorthy |
| 5. Draft Revised Policy #6050 – <i>Prevention of Violence in the Workplace for Employees</i> Page 7 | R Bailie |
| 6. Draft Revised Policy #6235 – <i>In-Service Death Benefits</i> Page 12 | N Lowe |
| 7. Draft Revised Policy #6750 – <i>Natural Justice – Process for Resolution of Concerns</i> Page 14 | B Moorthy |
| 8. Draft Revised Policy #7325 – <i>Supervision of Students</i> Page 17 | B Moorthy |
| 9. Draft Revised Policy #7525 – <i>Learning Resources for Classroom Use</i> Page 19 | B Moorthy |
| 10. Questions/Comments | |

Next Meeting: January 26, 2021
 Video Conference

ADJOURNMENT

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
Via Zoom Video Conference
September 29, 2020**

PRESENT:

Board Representatives:

Linda Kerr	Trustee	Chair
Ron Johnstone	Board Chair	

Committee Representatives:

Rosalee Floyd	Principal	FCPVPA
Greg Lawley	Principal	FCPVPA
Brooke Bobb-Reid		AEC

District Staff:

Balan Moorthy	Superintendent
Natalie Lowe	Secretary-Treasurer
Renge Bailie	Assistant Superintendent
Jenny Veenbaas	Assistant Secretary - Treasurer
Laurie Bjorge	Recording Secretary

Regrets:

Wendy Colman-Lawley	Trustee	
Marilyn Warren	Trustee	
Darlene Smith	Support staff	CMAW
Laurie Hansen	Support staff	CMAW
Leanne Boycott	AEC	
Chelsea Cromarty	Teacher	FCTA
Crystal Hatzidimitrou		DPAC

1. Call to Order

The meeting was called to order by the Superintendent at 4:30 p.m. via Zoom conference call. The Superintendent acknowledged the traditional territories.

2. Nomination of Chair

The Superintendent nominated Trustee Kerr for Chair. There were no other nominations. Trustee Kerr pronounced as Chair by acclamation.

3. Approval of Agenda – September 29, 2020

BAILIE/FLOYD

THAT the agenda of the Policy Development Committee meeting held on September 29, 2020 be approved as presented.

Carried

4. Approval of Previous Minutes – April 28, 2020**KERR/FLOYD**

THAT the minutes of the Policy Development Committee meeting held on April 28, 2020 be approved as presented.

Carried**5. Draft Revised Policy #5040 – Fundraising**

The Secretary-Treasurer reviewed the policy noting there were no changes.

KERR/MOORTHY

THAT draft reviewed *Policy #5040 – Fundraising* be presented to the Board of Education for first reading, as presented.

Carried**6. Draft Revised Policy #5055 – Formal Business/Education Partnerships**

The Secretary-Treasurer reviewed the policy noting there were no changes.

KERR/JOHNSTONE

THAT draft reviewed *Policy #5055 – Formal Business/Education Partnerships* be presented to the Board of Education for first reading, as presented.

Carried**7. Draft Revised Policy #6530 – Staff Participation – Student Activities**

The Assistant Superintendent reviewed the policy noting there were no changes.

KERR/FLOYD

THAT draft reviewed *Policy #6530 – Staff Participation – Student Activities* be presented to the Board of Education for first reading, as presented.

Carried**8. Draft Revised Policy #6542 – Teachers On Call - Travel**

The Secretary-Treasurer reviewed the changes made to the policy. The policy only mentions Teachers on Call required to travel to Boston Bar, when in fact on call support staff are required to travel to Boston Bar. The intent is to include casual support staff as well.

KERR/FLOYD

THAT draft revised *Policy #6542 – Teachers On Call - Travel* be presented to the Board of Education for first reading as amended.

Carried

9. Draft Revised Policy #7025 – Student Fees and Deposits – School Level

The Secretary-Treasurer reviewed the policy noting there were no changes.

KERR/JOHNSTONE

THAT draft revised *Policy #7025 – Student Fees and Deposits – School Level* be presented to the Board of Education for first reading as presented.

Carried

10. Draft Revised Policy #7300 – Treatment of Pupils with Medical Problems

The Assistant Superintendent reviewed the policy noting minor changes to wording.

KERR/FLOYD

THAT draft revised *Policy #7300 – Treatment of Pupils with Medical Problems* be presented to the Board of Education for first reading as amended.

Carried

11. Draft Revised Policy #5100 – Multiculturalism in Education

The committee discussed this policy with reference to wording and discussion around included languages and culture. It was agreed to bring this policy back to administration for more review.

12. Draft Revised Policy #6205 – Discrimination

The committee discussed changes that need to happen with this policy. There has been many changes since this policy was last amended. It is a bigger issue to deal with and the committee agreed to strike up a sub-committee to deal with this policy. The Assistant Superintendent to send request out for participants.

KERR/MOORTHY

THAT a policy sub-committee be created to deal with the Discrimination Policy.

Carried

Next Meeting

November 24, 2020

Location: District Education Office

Adjournment

The meeting adjourned at 5:20 pm

/VEENBAAS

THAT the meeting be adjourned.

Carried



Policy 5080
UNAUTHORIZED VISITORS IN SCHOOLS

Adopted: 1997-11-25	Reviewed:	Amended: 2005-01-25 2011-11-01
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POLICY

SUBJECT: **UNAUTHORIZED VISITORS IN SCHOOLS**

Parents/Guardians and guests are always welcome to visit schools in School District No. 78 (Fraser-Cascade). It is necessary, however, that visitors first report to the office to make administration aware of their presence, the reason for their presence, to obtain approval to remain in the school, and be issued with school-based identification.

All visitors may be requested to provide appropriate identification to validate their presence in the school (e.g. social workers, community service workers, etc.).



Policy 5080
UNAUTHORIZED VISITORS IN SCHOOLS

Adopted: 1997-11-25	Reviewed:	Amended: 2005-01-25 2011-11-01
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REGULATIONS

SUBJECT: **UNAUTHORIZED VISITORS IN SCHOOLS**

1. Unauthorized Visitors

This section refers to unauthorized visitors to the schools and any school function including but not limited to sports events, dances, and performances.

- a) Any person who is in the school building without an approved, legitimate purpose may be asked to leave. That request should be made before the RCMP are called, unless the visitor is, or appears to be, violent or threatening in manner.
- b) Wherever possible, the person who directs the visitor to leave the building or grounds should be the principal or vice-principal, and a witness to the request should be present.
- c) An employee who encounters an unauthorized visitor must notify the school principal or designate; however there may be times that it is necessary for an employee other than the school administration to direct the visitor to the school office or ask them to leave. In this event, a witness should be present if at all possible.
- d) The person who makes the request that the unauthorized visitor leave should document the request showing the date, time, reason and the name of the witness. Copies should be filed in the school office.
- e) The person directed to leave should be told that he/she may not return. He/she should not be interviewed by any school personnel as this may constitute a violation of his/her rights.
- f) If the unauthorized visitor refuses to leave, the RCMP should be called for assistance.
- g) If the unauthorized visitor leaves but returns on that day or subsequently, the date and time of his/her return should be documented and a witness obtained. The RCMP should be notified at once, as the return is an offence.
- h) When there is evidence of an intruder in a school, or when a lockdown is required, the Administrator or designate will follow the proper health and safety procedures and protocols as identified in the District Health & Safety manual. The school will contact the District Education Office to contact all schools.

2. Responsibility for Regulations

- a) In accordance with [Policy #6225 – Maintenance of Order and Protection of Pupils](#), the principal, teacher and support staff are responsible for the enforcement of this Policy, as appropriate to their roles.
- b) Schools must have a process for identifying all authorized visitors.
- c) All ~~Visitors~~visitors are required to adhere to this Policy.

Note: [Section 179\(1\)\(b\) of the Criminal Code of Canada](#) states that a convicted sexual offender commits the offence of vagrancy if found loitering or wandering in or near a school ground, playground, public park or bathing area.

**PREVENTION OF VIOLENCE IN THE
WORKPLACE FOR EMPLOYEES**

Adopted: 1998-02-24	Reviewed:	Amended: 2014-05-06
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POLICY**SUBJECT: PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES**

The Board of Education is committed to providing and maintaining a safe environment for its employees. In doing so, the Board also recognizes the potential for violence which exists in the workplace, the importance of having policies and procedures in place to address this risk and the need for the instruction of employees who may be exposed to this risk. The Board also recognizes its responsibility to provide appropriate services and support to those individuals whose behaviours may threaten injury or cause injury to employees of the District. The Board believes that it is the responsibility of all District personnel to work together to identify, report, investigate, document and control incidents of violence towards the minimization or elimination of the risk to employees of violence.

The Board of Education believes that it is the responsibility of all District personnel to work together towards providing a safe workplace for all employees. Towards this end, the Board of Education shall follow the [WorkSafeBC Regulations on Violence in the Workplace](#). The Board will establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence (4.29). Where elimination of the risk to workers is not possible, procedures, policies and work arrangements will be established to minimize the risk to workers [4.29(b)]. Procedures for reporting, investigating and documenting incidents of violence, in accordance with the requirements of WorkSafeBC Regulations, will be established.

PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES

Adopted: 1998-02-24	Reviewed:	Amended: 2014-05-06
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REGULATIONS

SUBJECT: **PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES**

1. The Board of Education believes that it is the responsibility of all personnel to identify situations of risk so that appropriate planning for prevention, intervention and follow-up can be put in place.
2. Workers shall follow the procedures implemented for their protection and immediately report all incidents of violence.
3. The District's Health and Safety Committee will monitor health and safety hazards and make recommendations to the Board regarding changes to policy and procedures.
4. Definition of Violence

 "... the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury".
 (As defined in [WorkSafeBC regulations](#))
5. Risks Identification
 - 5.1 Identification of situations of risk of violence is the responsibility of all School District employees.
 - 5.2 Situations involving risk of violence identified are to be reported immediately to the site Supervisor/Principal, the Secretary-Treasurer, and Superintendent of the Board.
 - 5.3 Copies of reports outlined in 5.2, along with a summary of action taken, are to be forwarded to the District Health & Safety Committee and the Secretary-Treasurer of the Board.
6. Action Plan: Situation of Risk of Violence
 - 6.1 Once a risk has been identified, an action plan will be developed by a Committee under the direction of the site Supervisor/Principal. Committee members will include:
 - site Supervisor/Principal (Chair)
 - employee at risk
 - support person for employee
 - appropriate resource personnel, as required

- 6.2 The Committee should reference WorkSafe BC (Workers' Compensation Board) Regulations on Violence in the Workplace. The Committee will:
 - 6.2.1 establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence,
 - 6.2.2 where elimination of the risk to workers is not possible, establish procedures, policies and work arrangements to minimize the risk to workers and,
 - 6.2.3 establish procedures for reporting, investigating and documenting incidents of violence in accordance with the requirements of WorkSafe BC Regulations.
- 6.3 The Action Plan will include, but is not limited to, the following:
 - 6.3.1 name(s) of person(s) creating the risk,
 - 6.3.2 name(s) of person(s) directly at risk,
 - 6.3.3 a description of the demonstrated behaviour which is creating a risk,
 - 6.3.4 a description of the expected appropriate behaviour, including the rationale,
 - 6.3.5 efforts in the past, if any, to change behaviour,
 - 6.3.6 circumstances which tend to cause at-risk behaviour, or an escalation of behaviour,
 - 6.3.7 procedure/strategies to affect desired behaviour,
 - 6.3.8 consequence for violent misbehaviour, if appropriate.
- 6.4 Principals/Supervisors are responsible for filing all Action Plans at the work site with a copy forwarded to the District Health & Safety Committee.

7. Orientation of staff with respect to identified risks

- 7.1 Where persons are known who may display violent behaviours, the Principal/Supervisor will include the following in orienting staff to the risk of violence and to the nature and extent of the risk:
 - 7.1.1 review of this policy,
 - 7.1.2 philosophy of the District,
 - 7.1.3 current action plans at work site file,
 - 7.1.4 emergency procedures in the event of a problem,
 - 7.1.5 reporting procedures
- 7.2 Supervisors/Principals are to review this policy with staff at least at the beginning of each school year.
- 7.3 The identity of persons who may display violent behaviour or have a history of violent behaviour should be made known, in confidence, to all staff who may reasonably be required to have contact with that person.

8. Intervention

- 8.1 When an incident involving violence or the threat of violence occurs, the first action of all personnel will be to secure the safety of students, themselves and other staff.
- 8.2 Employees will then call for assistance, using their best judgment, balancing the severity of the incident with the most appropriate response. Assistance may be obtained from:
- immediate supervisor,
 - school-based team,
 - community agencies, such as:
 - R.C.M.P.
 - Ambulance
 - Fire Department
- 8.3 As soon as practical, after an incident of violence or threat of violence, the Principal/Supervisor and employee(s) involved will complete a report of the incident (Threat Assessment) for filing with the District Health & Safety Committee .
- 8.4 The Board, through the Principal/Supervisor, shall ensure that the corrective actions are taken in response to incidents of violence.
- 8.5 The Board shall ensure that an employee reporting an injury or adverse symptom as a result of an incident of violence be advised to consult a physician for treatment or referral.

9. Role of Safety Committee

- 9.1 Receive and file copies of all violence reports (Violent Incident Report Form from School Protection).
- 9.2 Review monthly, any new violence reports received.
- 9.3 Forward, to the District Health & Safety Committee, violence reports and associated documents that have raised concerns with the school Safety Committee. Along with the reports, the Committee will make recommendations towards the modification and refinement of policy, procedures and work environment arrangements to eliminate or minimize the risks to employees of violence in the workplace.

10. Other

- 10.1 The Superintendent of Schools and the Secretary-Treasurer are ex-officio members of the District Health and Safety Committee.

Related Policies:

- Maintenance of Order and Protection of Pupils [\(#6225\)](#)
- Student Code of Conduct [\(#7007\)](#)
- Student Threat Assessment [\(#7008\)](#)
- Weapons, Violence, Bullying and Intimidation [\(#7420\)](#)



Policy 6235
IN-SERVICE DEATH BENEFITS

Adopted: 1998-04-28	Reviewed:	Amended:
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POLICY

SUBJECT: **IN-SERVICE DEATH BENEFITS**

If an employee dies while in the service of the Board of ~~School Trustees~~Education, School District No. 78 (Fraser-Cascade), the Board will assist the family of the deceased.



Policy 6235
IN-SERVICE DEATH BENEFITS

Adopted: 1998-04-28	Reviewed:	Amended:
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REGULATIONS

SUBJECT: **IN-SERVICE DEATH BENEFITS**

Should an employee die while in the service of the Board, and while the employee is in receipt of regular salary benefits:

- a) In the event of the death of an employee, the Board shall pay twenty percent (20%) of the employee's annual salary in addition to any amount earned by the deceased up to the date on which he was last employed by the Board.
- b) Normal medical, extended health and dental benefits for the family of the deceased will be maintained for two (2) full calendar months beyond the month of death if the contract between the Board and the carrier permits.

**NATURAL JUSTICE – PROCESS FOR
RESOLUTION OF CONCERNS**

Adopted: 2006-05-09	Reviewed:	Amended: 2015-02-10 2015-10-27
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POLICY**SUBJECT: NATURAL JUSTICE – PROCESS FOR RESOLUTION OF CONCERNS**

Complaints received concerning the decision or conduct of a staff member or volunteer should be addressed according to the principles of Natural Justice as established by the regulations attached to this policy.

Natural Justice is a process that empowers complainants and pertinent staff to solve problems at their perceived source.

Issues pertaining to misconduct will be dealt with through appropriate processes as defined in staff collective agreements (Article E.20, FCTA Collective Agreement).

Management and Board decisions made through the Natural Justice process are grievable as per staff collective agreements.

Staff decisions can be appealed to the Board as per Bylaw #21 – *Student Appeals*.

NATURAL JUSTICE – PROCESS FOR RESOLUTION OF CONCERNS

Adopted: 2006-05-09	Reviewed:	Amended: 2015-02-10 2015-10-27
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REGULATIONS

SUBJECT: **NATURAL JUSTICE – PROCESS FOR RESOLUTION OF CONCERNS**

1. Complaints received concerning the conduct or decisions of a staff member or volunteer will be addressed in the following manner:
 - a. The complainant will be referred to the staff member or volunteer concerned for resolution of the complaint.
 - b. If the complainant refuses to meet with the staff member or, if resolution is not achieved in step (a), the complainant will be referred to the Principal/Vice-Principal who will arrange a meeting with the staff member, the complainant, and the Principal/Vice-Principal. Any action will be taken within forty-eight (48) hours.
 - c. If, after the meeting in Step (b), resolution is not achieved, the complainant will be referred to the Assistant Superintendent of Human Resources/Secretary-Treasurer or designate as appropriate; the staff member will be notified, and any action will take place within forty-eight (48) hours.
 - d. If, after the meeting in Step (c), resolution is not achieved, the complainant will be referred to the Superintendent/Secretary-Treasurer or designate as appropriate; the staff member will be notified, and any action will take place within forty-eight (48) hours.
 - e. If resolution is not achieved in Step (d), the complainant will be referred to the Board Committee of the Whole, which will meet with the complainant and the staff member and will make a recommendation to the Board for resolution; the staff member will be notified, and any action will take place within ninety-six (96) hours.
2. In Steps (b), (c), (d) and (e) the staff member will be provided an opportunity to present his/her case and be accompanied by an individual of their choosing.
3. In Steps (b), (c), (d) and (e) the complainant will be provided an opportunity to present his/her case and be accompanied by an individual of their choosing. If the complainant is a parent, the parent will be provided with resource material on parent advocacy organizations they can access.
4. Trustees shall conduct themselves in accordance with Trustee Code of Ethics Policy #1089 Conduct Bylaw #17.



Policy 6750
**NATURAL JUSTICE – PROCESS FOR
RESOLUTION OF CONCERNS**

Adopted: 2006-05-09	Reviewed:	Amended: 2015-02-10 2015-10-27
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5. All partner groups will make every reasonable effort to communicate this policy to their members.



POLICY 7325
SUPERVISION OF STUDENTS

Adopted: 2013-01-15	Reviewed:	Amended:
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POLICY

SUBJECT: **SUPERVISION OF STUDENTS**

The Board of Education requires that Principals and Vice-Principals ensure that adequate supervision of children takes place during the school day and at all school sponsored activities.



POLICY 7325
SUPERVISION OF STUDENTS

Adopted: 2013-01-15	Reviewed:	Amended:
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REGULATIONS

SUBJECT: **SUPERVISION OF STUDENTS**

1. **Rosters**

Principals shall establish rosters designating staff members responsible for supervision of students during the necessary times before school, at recess, at noon and after school. These rosters shall be posted in the main offices and staff rooms and Principals shall ensure that all staff are aware of their supervision responsibilities and times.

2. **Supervisors must:**

- a) document any unusual occurrences, accidents, or injuries as in Section 4 below;
- b) never leave their assigned area, except in an emergency in which case a backup system must be in place.

3. **Administrators must:**

- a) Re~~n~~sure rules regarding safety must be established in each school and strictly enforced. Any
r~~R~~ecords of safety instructions provided to students are to be maintained onsite for at least 6 years.

4. **Duties of Employees**

When an injury occurs the duties of school employees include:

- obtaining appropriate treatment for the injured child
- contacting parents or guardians
- initiating backup systems to maintain supervision if they have to leave
- protecting themselves and the school district from liability by:
 - documenting the incident in their ~~notebooks~~ personal records and
 - filling out SPP (School Protection Program) Incident Report form, available at the school.

**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](#)**

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.

LEARNING RESOURCES FOR CLASSROOM USE

Adopted: 2006-08-29	Reviewed: n/a	Amended: 2011-05-03
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REGULATIONS

SUBJECT: **LEARNING RESOURCES FOR CLASSROOM USE**

Definitions:

1. Learning Resources

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

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 FERS (Education Resource Acquisition Consortium)~~ Focused Education Resources Society 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 FNEC (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~~ the BC curriculum and the subsequent curriculum competencies.

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-FERS 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-FERS 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-FERS 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.*

Related Policies:

Policy #5110 “Challenging Controversial Materials

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~~ curricular competencies (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: _____