

POLICY 201: LEARNING RESOURCES FOR CLASSROOM USE

ADMINISTRATIVE PROCEDURES

Responsibility for the selection and acquisition of learning resources:

- The Ministry of Education no longer conducts evaluation processes to recommend learning resources. This responsibility now rests with the Board of Education. The Ministry of Education revised the Provincial Learning Resource Policy in July 2017: <https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/learning-resources>
- The Board of Education delegates the responsibility for the selection and acquisition of learning resources to the Superintendent who delegates to staff employed by the North Vancouver School District;
- The Superintendent and/or designate will ensure that Principals and Vice Principals are aware of the relevant sections of the School Act, Regulations and Ministerial Orders, and Board of Education policy regarding learning resources;
- Principals and Vice Principals are responsible for learning resources, at their schools, in accordance with this policy;
- Principals will annually review [Policy 201: Learning Resources for Classroom Use](#) and the administrative procedures with their staff.

Procedure for evaluating new learning resources:

Prior to using a **new** resource as a 'primary resource for instruction' in the classroom, teachers must ensure that the learning resource meets the criteria listed under Policy 201:

- Specified in a previous Ministry of Education provincial curriculum program guide or
- Recommended by the Ministry of Education or
- Approved by *Focused Education Resources* (formerly ERAC) or
- Identified as authentic First Peoples Resources from the First Nations Education Steering Committee (FNESC) or
- Developed by the North Vancouver School District or
- Approved by the North Vancouver School District.

If the resource will be used as a primary resource for instruction in the classroom but is NOT on the previously authorized resource lists, prior to use in the classroom, teachers must:

- Complete the *Teaching Resource Evaluation Request* form available on the District Staff Portal
- Submit the completed form to the school Principal for review

Upon completion of the school resources allocation/review process, the Principal will inform the teacher of the decision. If approved, the resource will be added to the approved NVSD list as per Policy 201 and will be deemed acceptable for classroom use. If a resource is not approved, written reasons for the decision will be provided to the teacher.

Criteria for evaluating new learning resources:

Learning resources will be evaluated for suitability, taking into account community, societal values and standards, including approaches to multiculturalism, Indigenous learning, sexual orientation and gender identity;

New learning resources under review will be evaluated in accordance with the following criteria:

- Supports the learning standards of the curriculum;
- Assists students in making connections between what they learn in school and real life applications;
- Is developmentally and age appropriate;
- Reflects diverse ability levels and learning styles;
- Reflects evidence based, effective instructional and technical design;
- Meets the requirements set by copyright and privacy legislation (FIPPA);
- Is suitable based on social considerations;
- Reflects an awareness of our pluralistic society, and an understanding of the contribution made by women, minority groups and ethnic groups to our society.

Appealing the decision:

If the teacher wishes to appeal the decision, a written appeal must be submitted to the school resources allocation/review team. If the concern is not resolved, the matter can be referred, by the teacher, to the Reconsideration Committee for review.

Reconsideration Committee:

The purpose of the Reconsideration Committee is to review a challenged learning resource. The Reconsideration Committee is convened by the Superintendent. The Reconsideration Committee shall determine if the learning resource meets the criteria listed above. In its review, the Reconsideration Committee shall confer with the Complainant and may consult with other resource persons as deemed appropriate.

The Reconsideration Committee shall consist of the following, depending on the particular concern:

- Superintendent and/or designate with supervisory role for instruction (e.g. Assistant Superintendent, Director of Instruction, District Principal)
- Teacher appointed by the North Vancouver Teachers' Association (NVTVA)
- School-based Principal/Vice Principal chosen in consultation with the North Vancouver Administrators Association (NOVA).

CHALLENGING THE USE OF A LEARNING RESOURCE

The Board of Education acknowledges the right of a parent/guardian of a North Vancouver School District student or a local resident to formally challenge the use of a learning resource that is not on the approved list, based on appropriateness.

Procedure for Challenge of a learning resources by a parent/guardian at the school:

In the event that a learning resource is not on the approved list and is challenged by a parent/guardian of the school based on appropriateness, the following procedures shall apply:

1. Complainant meets with the teacher to express concern.
2. If the concern is not resolved, Complainant meets with the school Principal to express concern.
3. If the concern is not resolved, the Complainant contacts the Director of Instruction (DOI) to request a meeting.
4. The DOI shall provide the Complainant with the *Request for Reconsideration of a Learning Resource* form, to be completed and returned to the DOI.
5. The DOI reviews the completed *Request for Reconsideration of a Learning Resource* form with the Principal and provides a decision to the Complainant.
6. If the concern is not resolved, the Complainant, should, in writing, contact the Assistant Superintendent to request a meeting.
7. If the concern is not resolved, the Complainant should, in writing, contact the Superintendent to request a meeting.
8. The Superintendent shall convene a Reconsideration Committee to review the challenged learning resource and determine if it meets the criteria for the selection of learning resources set out in the *Criteria for evaluating new learning resources* listed above.
9. The Committee's findings shall be conveyed, in writing, to the Complainant by Superintendent and will be shared with the school Principal.
10. The Board of Education recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board of Education's Chief Executive Officer.

This procedure will be conducted within a reasonable time frame.

Procedure for Challenge of a learning resources by a local resident (not a parent/guardian at the school):

In the event that a learning resource is not on the approved list and is challenged by a local resident on the grounds that it is inappropriate, the following procedures shall apply:

1. Complainant meets with the District Principal responsible for Curriculum to express concern.
2. If the concern is not resolved, the Complainant contacts the Director of Instruction (DOI) to request a meeting.
3. The DOI shall provide the Complainant with the *Request for Reconsideration of a Learning Resource* form, to be completed and returned to the DOI.
4. The DOI reviews the completed *Request for Reconsideration of a Learning Resource* form with the Principal and provides a decision to the Complainant.
5. If the concern is not resolved the Complainant, should, in writing, contact the Assistant Superintendent to request a meeting.
6. If the concern is not resolved, the Complainant, should, in writing, contact the Superintendent to request a meeting.
7. The Superintendent shall convene a Reconsideration Committee to review the challenged learning resource and determine if it meets the criteria for the selection of learning resources set out in the *Criteria for evaluating new learning resources* listed above.
8. The Committee's findings shall be conveyed, in writing, to the Complainant by Superintendent and will be shared with the school Principal.
9. The Board of Education recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board of Education's Chief Executive Officer.

This procedure will be conducted within a reasonable time frame.