

NEW RESOURCE

AP 210 – Learning Resources

Background

The purpose of this administrative procedure is to ensure that appropriate learning resources are used in schools to support curricular learning standards and educational programs, and that District processes for the selection of learning resources conform to the [School Act](#) and district expectations.

Procedures

1. Definition

The term ‘learning resources’ refers to any person(s) or material with instructional content or function that is used for teaching purposes during or outside of instructional time. Learning resources include print and audio-visual materials, digital resources including computer software and digitized pictures and video, computer accessible data, community agencies, organizations and people

2. Teachers must use the district’s Learning Resource Selection Criteria (AP 210-1 Criteria for the Selection of Learning Resources) when developing or selecting classroom resources.

3. Principles Supporting the Selection of Learning Resources

The selection of learning resources is guided by the following principles:

- 3.1 Teachers have a professional responsibility to provide students with a wide range of learning resources that meet provincial curricular standards.
- 3.2 Learning resources will reflect Abbotsford School District’s policies and procedures pertaining to safe schools, inclusion and respect.
- 3.3 As partners in education, parents/guardians are encouraged to consult with school staff about resources being used in their child’s classroom.
- 3.4 The challenge of a learning resource by any parent will result in a thoughtful review of that resource.

4. Selecting Learning Resources

Teachers are expected to demonstrate judicious care and consideration to the resources made available to students. The selection of learning resources is a professional matter, and is guided by judgment, district and parental expectations. Selection is an ongoing process that includes the removal of materials that are no longer appropriate according to the selection criteria detailed in AP 210 – 1 Criteria for the Selection of Learning Resources:

- 4.1 Curricular Fit: The resource is aligned to one or more big ideas, curricular competencies or content standards in the provincial curriculum for that classroom.

- 4.2 Resource Quality: The resource incorporates accurate, relevant and up-to-date information from authoritative sources.
 - 4.3 Age Appropriateness: The resource is appropriate for the age, grade level and maturity of the students in the class.
 - 4.4 Social Considerations: The resource is appropriately representative of gender, appearance, sexual orientation, ability/disability, family structure, race and ethnicity, and socio-economic status. The resource promotes respect for and understanding of inclusion and diversity in Canadian society.
5. Challenge Process
- 5.1 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.
 - 5.2 On the basis of appropriateness, any parent/guardian may formally challenge a learning resource that is in use in a classroom where their child is enrolled. Concerns regarding the use of learning resources must first be addressed and resolved, if possible, at the school level with the staff in question, and in turn the principal.
 - 5.3 If the concern cannot be resolved at the school level, the request will then be directed to the challenge process below:
 - 5.3.1 The parent must file their challenge using AP 210-2 Learning Resource Challenge Form which must be submitted to the Director of Instruction, who will strike a Reconsideration Committee to review the resource and make a determination. The Reconsideration Committee shall be comprised of the Director of Instruction, the school's principal and a parent representative (from the District Parent Advisory Council).
 - 5.3.2 The Reconsideration Committee will review the material using the AP 210 -1 District Criteria for the Selection of Learning Resources, as well as the concerns expressed by the questioner. The Reconsideration Committee:
 - Will examine the challenged resource in the context of the educational program and the provincial learning standards for the course/subject.
 - Will weigh the benefits and shortfalls of the resource, and make a decision based on the material as a whole.
 - May invite the questioner and teacher to attend the Reconsideration Committee meeting.
 - Will make a decision and communicate it to the questioner and classroom teacher.
 - 5.3.3 If the Reconsideration Committee determines that the resource is not appropriate for the classroom in question it will no longer be used.
 - 5.3.4 If the Reconsideration Committee determines that the resource is appropriate, and the questioner is not satisfied, an appeal may be filed to the Board of Education by contacting the Secretary-Treasurer's office.

Appendix [AP 210-1 Criteria for the Selection of Learning Resources](#)
 [AP 210-2 Learning Resources Challenge Form](#)

Reference [School Act](#)
 AP 301 – Access to Students

AP 210-1 Learning Resources Selection Criteria

Objective

The following criteria for the selection of resources is intended to guide teachers when choosing print, visual or electronic learning resources. All learning resources must align with the District's Learning Resource Selection Criteria.

Considerations for Classroom Resource Selection

Learning resources should support the BC Curriculum and be consistent with guidelines established by the Ministry of Education. Teachers are expected to demonstrate judicious care and consideration to the content of resources made available to students. The selection of learning resources is a professional matter, and is guided by professional judgment, district and parental expectations.

The following criteria is a guideline for teachers to use in selecting learning resources that will enhance student learning. It is also recommended that educators complete the free online ERAC Learning Resources Selection Training course, available at: <https://ocr.openschool.bc.ca/login/index.php>

Learning Resource Selection Criteria

	Criteria	Elaboration
Curricular Fit	The resource is aligned to one or more big ideas, curricular competencies or content standards in the provincial curriculum for that classroom.	Promotes or enhances: <ul style="list-style-type: none"> critical and creative thinking skills; communication skills; personal and cultural awareness; social responsibility; digital literacy and citizenship.
Resource Quality	The resource incorporates accurate, relevant and up-to-date information from authoritative sources.	<ul style="list-style-type: none"> Content is accurate and current; Content is relevant and engaging; The scope of content is appropriate for the cognitive and linguistic levels of the intended audience; The resource contains diverse perspectives on controversial issues.
Age Appropriateness	The resource is appropriate for the age, grade level and maturity of the students in the class.	The content is appropriate for the subject area, age, emotional development, ability levels, learning styles, social-emotional and intellectual development of the students for whom the materials are selected.

<p>Social Considerations</p>	<p>The resource is representative of gender, appearance, sexual orientation, ability/disability, family structure, race and ethnicity, and socio-economic status. The resource promotes respect for and understanding of inclusion and diversity in Canadian society.</p>	<p>The resource appropriately depicts:</p> <ul style="list-style-type: none"> • race and ethnicity • gender roles • multiculturalism • indigenous perspectives • gender identity and sexual orientation • ability/disability • Socio-economic status <p>The resource is free of:</p> <ul style="list-style-type: none"> • gratuitous violence • inappropriate humour • unsafe/unhealthy behaviours • inappropriate language • cultural insensitivity
<p>Other Considerations</p>	<ul style="list-style-type: none"> • Does the resource meet high standards in literary, artistic, and aesthetic quality? • Does the resource meet high standards in technical aspects and/or physical format? • Does the resource earn favorable reviews in standard reviewing sources, such as ERAC? • Does this material keep an existing series up to date? • Does this resource balance cost with need? 	

AP 210-2 Learning Resources Challenge Form

On the basis of appropriateness, any parent/guardian of a child in a classroom where the resource is in use may formally challenge a learning resource. Concerns regarding the use of learning resources must first be addressed and resolved, if possible, at the school level with the teacher in question, and in turn the principal.

Complaint Initiated by: _____

Role of Complainant: _____

Telephone #: _____ Email Address: _____

Address: _____

Title of Resource: _____

Author(s): _____

Publisher: _____ Year Published: _____

1. Describe how the resource is being used in the classroom:

2. Have you discussed the resource with the:

Teacher: Yes No

Principal: Yes No

3. What was the outcome of your discussion:

4. To what aspects of the resource(s) do you object?

a) Page(s): _____

Specific Objection:

b) Page(s): _____

Specific Objection:

C) Page(s): _____

Specific Objection:

5. What effect do you believe this resource will have on your son/daughter?

6. What effect do you believe this resource would have on other students?

7. Have you reviewed the entire resource? Yes No

8. Additional Comments:

Name: _____

Signature: _____

Date: _____

OLD RESOURCE

AP 210 – Learning Resources

Background

The purpose of this procedure is to ensure that appropriate learning resources are used in schools to support curricular outcomes and educational programs, and that District processes for the review of learning resources conform to the [School Act](#) and respect the standards of the community.

Procedures

1. Definition
 - 1.1 The term ‘learning resources’ refers to any person(s) or any material with instructional content or function that is used for formal or informal teaching purposes during or outside of instructional time. Learning resources include print and audio-visual materials, digital resources including computer software and digitized pictures and video, computer accessible data, community agencies, organizations and people. (Guest speakers must also comply with AP 301 – Access to Students)
2. Only provincially recommended and/or locally approved resources may be considered for use within the District. All teacher developed resources must meet the provincial and local standards used to evaluate resources within the District. The approval of local learning resources will be coordinated by the District Learning Resources Review Committee under the direction of the Superintendent of Schools (or designate).
3. The District Learning Resources Review Committee (consisting of educators, a trustee representative and parents), will conduct regular reviews and submit lists of locally reviewed resources for approval by the Board of Education. The reviews will cover grade collections and resources in three areas: curriculum, library and digital.
4. It is the responsibility of the school principal to ensure that school level resources are submitted to the District Learning Resources Review Committee for approval. A school level resource should be submitted for approval if it meets any of the following conditions:
 - It is current and will be used on a regular basis.
 - It is used broadly across a grade or department.
 - It is continually used with a majority of students.
 - The relevance/suitability to the curriculum is questionable.

5. Principles Supporting the Selection of Learning Resources
 - 5.1 The selection or use of some learning resources may involve sensitive issues or topics that may solicit conflicting value positions within the school district (e.g. religious and political beliefs, relationships, human sexuality, cultural and family values, substance misuse). The Board is committed to providing direction in such circumstances by adhering to the following principles:
 - 5.1.1 Learning resources should be varied, but must meet Ministry **and/or** Board criteria for selection.
 - 5.1.2 Curricular learning resources must correlate to one or more prescribed learning outcomes.
 - 5.1.3 Learning resources will meet community standards, will be age appropriate, and will be generally supported by parents.
 - 5.1.4 The challenge of a learning resource will result in a thoughtful review of the resource through a consultative process involving parents and professional staff.
 - 5.1.5 Where a learning resource is proposed for approval and does not meet criteria, it will not be used.
6. The primary criteria for learning resource review is relevance to the learning outcomes and content of the course. It is expected that judicious care and consideration will be given to the content of curricular and co-curricular resources available to students. The selection of these learning resources is a professional matter, but is guided by community values, parent concerns and professional wisdom. Selection is an ongoing process that includes the removal of materials that are no longer appropriate according to the selection criteria. Specifically, the following criteria will be applied by the Learning Resources Review Committee:
 - 6.1 The learning resource should be engaging, of high quality and design, and justified in terms of costs and time involved.
 - 6.2 The learning resource should be fair, balanced and free from prejudice, propaganda, discrimination, and stereotyping, except when a teaching or learning situation requires illustrative material to develop critical thinking about such issues.
 - 6.3 The learning resource should be appropriate in terms of the age, maturity, and learning needs of the students for whom it is intended.
 - 6.4 The learning resource should be sensitive to social considerations: age, gender roles, ethnic groups, belief system, socio-economic, violence, ethical and legal considerations, humour, safety, and language.
7. When an educator submits a request for a resource to be evaluated, the District Learning Resources Review Committee will procure copies of the resource. Trained evaluation teams consisting of staff and parents will examine the resource using the above criteria to determine whether the resource meets the approval criteria.

8. The Learning Resource Review teams will submit lists of recommended resources to the Superintendent (or Designate) for formal approval. If the resource is not approved, a written request for reconsideration may be submitted to the Superintendent (or designate). Approval of learning resources is for a period of five years after which time a subsequent review must be held.
9. Challenge Process
 - 9.1 Parent(s)/guardian(s) have a right to excuse their child from access to material which conflicts with their personal values. Parent(s)/guardian(s) also have a responsibility to respectfully discuss these concerns with school staff to arrive at a mutually agreed upon solutions. Irrespective of the challenge process outlined below, if any parent/guardian feels his/her concerns are not satisfactorily addressed, he/she may request that his/her child be excused from a class or portion of a curriculum and/or be provided with alternative learning resources.
 - 9.2 On the basis of appropriateness, any parent or employee of the Abbotsford School District may formally challenge learning resources. Concerns regarding the use of learning resources will first be addressed and resolved, if possible, at the school level with the staff in question, and in turn the principal.
 - 9.3 If the concern cannot be resolved in a timely manner, the request should then be directed to the Superintendent (or designate).
 - 9.4 All challenges of learning resources will be filed using [AP 210-1 Learning Resources Challenge Form](#). The school principal will send a copy of the completed form to the Superintendent (or designate). The Superintendent (or designate) may strike a Reconsideration Committee to review the challenged resource and make a recommendation. The Reconsideration Committee shall be comprised of a balance of educators and non-educators working and/or having children in attendance at a school within the school district.
 - 9.5 The Reconsideration Committee will review the material based on the Ministry and Board approval criteria as well as the concerns expressed by the challenger with respect to relevance and suitability. The Reconsideration Committee:
 - May invite the challenger to attend a Reconsideration Committee meeting.
 - Will examine the challenged resource in its entirety.
 - Will weigh the benefits and shortfalls of the resource and form an opinion based on the material as a whole (rather than on passages or sections taken out of context).
 - Will examine the challenged resource in the context of the educational program, the prescribed learning outcomes for the course, and community standards.
 - Will make a recommendation and forward it to the Superintendent (or designate) to affirm, revise, or overturn the Committee's decision.

- 9.6 If the challenger is not satisfied with the outcome of the challenge process an appeal may be made to the Board of Education through the Secretary-Treasurer's office. If a resource is withdrawn from the Locally Approved Learning Resource list, the reason will be communicated in writing to all schools.

Appendix [AP 210-1 Learning Resources Challenge Form](#)

Reference [School Act](#)
AP 202 – Curriculum Development and Implementation
AP 203 – Board Authority Authorized (BAA) Courses
AP 301 – Access to Students

Last Revised: May 2013

AP 210-1 Learning Resources Challenge Form

Resource Information

Title of Resource: _____

Context of Usage: Classroom Resource _____ Library _____ Other: (please specify) _____

Author(s): _____ Publisher/Year: _____

Contact Information

Role of Person Submitting Inquiry: Teacher _____ Parent _____ Other (please specify) _____

Name: _____ Telephone No.: _____

Address: _____ Email: _____

Concern

1. What are your reasons for objecting to the resource? _____

2. The impact of a resource will vary according to how it is presented and interpreted in the classroom, and we urge you to discuss this material with the appropriate people. Have you discussed the suitability of this resource with SD34 staff?

Principal _____ Teacher _____ Other SD34 Staff _____

Signed: _____

Date: _____

SD34 Personnel Only

Results of Review _____

Action Taken _____

AP 210-1 Learning Resources Challenge Form

Resource Information

Title of Resource: _____

Context of Usage: Classroom Resource _____ Library _____ Other: (please specify) _____

Author(s): _____ Publisher/Year: _____

Contact Information

Role of Person Submitting Inquiry: Teacher _____ Parent _____ Other (please specify) _____

Name: _____ Telephone No.: _____

Address: _____ Email: _____

Concern

1. What are your reasons for objecting to the resource? _____

2. The impact of a resource will vary according to how it is presented and interpreted in the classroom, and we urge you to discuss this material with the appropriate people. Have you discussed the suitability of this resource with SD34 staff?

Principal _____ Teacher _____ Other SD34 Staff _____

Signed: _____

Date: _____

SD34 Personnel Only

Results of Review _____

Action Taken _____
