

Administrative Procedure 204

AP 204 – LEARNING RESOURCES

Background

In alignment with Board of Education policies, the Cowichan Valley School District promotes the development of a resource-rich learning environment in its schools by providing a wide variety of learning materials to meet student needs. Learning resources include the following:

1. Provincially recommended learning resources
2. Locally approved learning resources
3. Library materials

The Ministry of Education and Child Care no longer conducts evaluations to recommend learning resources, and revised the Provincial Learning Resource Policy in July 2017: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/learning-resources>

The Superintendent has responsibility for resource evaluations.

- The Superintendent may delegate the responsibility for the selection and acquisition of learning resources to qualified Cowichan Valley School District staff.
- Principals and Vice Principals are responsible for learning resources at their schools.

The selection and use of some learning resources may involve sensitive issues or topics that may solicit conflicting value positions within the school district community. Examples of sensitive issues include but are not limited to:

- Religious beliefs
- Relationships
- Human sexuality
- Cultural and family values
- Substance use

Criteria for Learning Resource Use and Selection

Learning Resources should:

- Support the learning standards of the curriculum;
- Prioritize the principles of inclusion, diversity, freedom to read, listen and view;
- Assist students in making connections between what they learn in school and real-life situations and applications;
- Be developmentally and age appropriate;
- Reflect the diversity of individuals, their unique ability levels and learning preferences;
- Reflect evidence-based, effective instructional and technical design;
- Meet the requirements set by copyright and privacy legislation (Freedom of Information and Protection of Privacy Act);

- Reflect an awareness of our pluralistic society, and an understanding of the contribution made by groups who traditionally face discrimination and marginalization.

Evaluating resources from the perspective of social considerations can be one of the most challenging aspects of the evaluation process. The evaluation must consider many aspects within the context of community, societal values, and standards, to determine the suitability of the resource for instructional use in Cowichan Valley Schools. Factors to consider include approaches to equity, inclusion, Indigenous knowledge, gender, and gender identity, among others.

Request of Review:

Despite all care taken to select appropriate materials for student and teacher use, objections to learning resources may occur.

A request for review of a print or non-print learning resource means a formal complaint has been received by a school about the appropriateness of a resource from a student, District employee, or parent/guardian.

Procedure:

Request for Learning Resource Reconsideration - Process

1. Request for Reconsideration – Step One - School Level

- 1.1. The school receiving a complaint regarding a learning resource shall try to resolve the issue at the school level.
- 1.2. The Principal shall request in writing the specific aspects about the resource that is of concern (content, wording, specific page numbers).
- 1.3. The Principal shall review the information with an ad hoc review committee that includes the teacher librarian, classroom teacher(s) and may include a PAC (Parent Advisory Council) parent and student where appropriate.
- 1.4. After the review, the Principal shall provide a decision and explain the school's selection procedure, rationale, and criteria used.
- 1.5. If the complaint is not resolved at the school level, the next step in the process will be explained by the Principal.

2. Request for Resource Reconsideration – Step two - District Level

- 2.1. If not resolved at the school level, a Request for Reconsideration of Learning Resources form will be submitted to the District.
- 2.2. The Director will convene a District Learning Resources Review working group to review the submission. The working group could be composed of:

- Director of Instruction
- Teacher-Librarian not previously involved
- Representative from the Cowichan Valley Principal/Vice-Principal Association (1 elementary and 1 secondary)
- Representative from the Cowichan Valley Teachers' Federation

2.3. The committee reviews the submission.

2.4. At the conclusion of the review process, the Director advises the Superintendent, and subsequently informs the complainant, in writing, of the results of the working group's deliberations.

2.5. This concludes the Request for Resource Reconsideration process.

2.6. If the complainant is not satisfied with the outcome; they are directed to review the options available under the Cowichan Valley School District Board Policy 13 - Appeals Procedure Bylaw.

3. Working group criteria for Reviewing Resources

3.1. Examination of the reconsidered resource ensuring it aligns with **Criteria for Learning Resource Use and Selection** and examining learning resource as a whole, rather than on passages or sections taken that may have been taken out of context.

Resources

Board of Education Policy 25: Identity, Belonging, and Connection
Board of Education Policy 13: Appeals Procedures Bylaw
BC Ministry of Education and Child Care Curriculum

SOGI-123 Resources

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