**Option #4 Guidelines**

All resources must be ethically aligned with the CVSD Strategic Plan which is aligned with the Ministry of Education and Child Care BC curriculum and demonstrate a **direct** benefit to your students.

Three choices available:

1. Classroom Resources & Supplies/Technology
2. Furniture
3. Professional Learning: Tuition/Registration/Travel Expenses & Books/Materials

**NOTE: Teaching resources purchased using a teacher’s remedy monies are for use by that teacher for as long as they are employed by the District. The teaching resources are nonetheless the property of the District.**

**1.** **Classroom Resources & Supplies**

* supports the curricular competencies of the intended curriculum
* the concepts in the learning resource discussed at the appropriate depth of the curriculum for the grade level being taught
* supports the Core Competencies such as critical thinking, personal and social responsibility, and communication
* support flexible instructional strategies that align with the intentions of our competency-based curriculum
* the content appropriate for the emotional maturity and cognitive level of students
* the content engaging, accurate, and current for the intended curriculum and grade
* the resource assists students in making connections between what they learn in school and real-life applications
* reflects awareness of multiculturalism, indigenous learning, gender equity and the principles of respect, acceptance, safety, and equity

**Technology**

All technology must be purchased through the School District Purchasing Department unless authorized by the District Principal of Instruction and Innovation.

**NOTE**: Printers are **not authorized** for purchase unless they are a Konica Minolta with managed print services as specified by our technology standard. Printers may be purchased for home use, but will not be supported by technology services.

Products will be ordered from our Education Suppliers and align with our supported manufacturers.

 The below is a sample, but not exhaustive list.

* iPads
* iPad cases
* iPad desk clamp
* iPad clamp and floor stand
* MacBook
* MacBook Air
* MacBook Pro
* iMac
* LCD Monitors any size
* Windows Desktop
* Windows Laptop
* Bluetooth speakers
* Bluetooth headphones
* Bluetooth Keyboards
* Sony LCD projectors
* Spheros
* Root Robots
* Ozobots
* Lego MindStorms
* VEX IQ and VEX EDU
* Cubetto
* Codapillar
* Micro: bit
* LCD 65+” TV
* AppleTV
* Apple Pencil
* Logitech Crayon
* HDMI Cables

**2.** **Furniture**

* supports flexible learning environments
* supports social and personal responsibility
* supports self-regulation

Furniture must be ordered from one of the approved vendors:

* + - JM & C Furniture [JMC – JMC (jmcfurniture.com)](https://jmcfurniture.com/)
		- School House Products Inc. [www.schoolhouseproducts.com](http://www.schoolhouseproducts.com)
		- Scholar’s Choice [Classroom Furniture (scholarschoice.ca)](https://www.scholarschoice.ca/classroom-furniture.html)
		- Tradewest [Trade West | Refreshing Space | Shop Online for School Furniture, Office Furniture, Healthcare Furniture, Social Space Furniture, Library Furniture (mytradewest.com)](https://www.mytradewest.com/Default.asp)

**3.** **Professional Learning: Tuition/Registration/Travel Expenses & Books/Materials**

* recognized post-secondary institutions
* registered Professional Learning Event
* field of study is related to current teaching assignment
* connections are evident to this event/coursework with teaching
* books/materials are relevant to teaching

**Option 4 Application Process**

1. All applications must be **pre-approved** and submitted a minimum of 21 days in advance.
2. Instructions for submitting option 4 approvals will be sent in January.
3. District staff will review all applications using the option four guidelines noted above.
4. If attendance at a professional learning event is approved, the applicant will notify the school principal.
5. Upon approval, you will receive a confirmation email with a request to submit a reimbursement form along with a payment receipt.
6. If an application is not approved, the applicant will be provided an explanation regarding the decision.