

Policy for the Acquisition and Removal of Learning Resources: A Policy 2016/17

Rationale

Learning resources, as defined by the Ministry of Education as “information represented, accessible or stored in a variety of media and formats, which assists student learning as defined by the learning outcomes of the provincial curriculum.” Generally, learning resources are texts, videos, software, and other materials that assist students to meet the expectations for learning, as defined by provincial or local curricula.

Before a learning resource is used at Studio9, it must be evaluated to ensure that criteria such as curriculum match, social considerations and age or developmental appropriateness are met. At Studio9, resources are selected to be evaluated which meet one or more of the following requirements:

1. Support the learning outcomes of the curriculum
 2. Assist students in making connections between what they learn in school and its practical application in their lives
 3. Are developmentally and age appropriate
 4. Support integration across other curricula
 5. Promote hands-on activities and an applied approach to learning
 6. Address the learning styles and needs of all students, including English-as-a-
 7. Second-Language students and students with special needs
 8. Assist both specialist and non-specialist teachers
 9. Provide assessment and evaluation strategies
 10. Promote personal and intellectual development
 11. Encourage students to explore careers and/or post-secondary education
 12. Support teachers in providing learning opportunities to develop information technology and media literacy skills
 13. Encourage students to see, access, evaluate, analyze, process, and present information using current technology
 14. Promote awareness of issues and concepts involving science, technology, and society
 15. Have instructional and technical design integrity
 16. Comply with provincial guidelines for social considerations
 17. Reflect the diversity of cultures, including Aboriginal cultures in British Columbia and Canada
 18. Support the principles of sustainability
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Acquisition

The following steps are fulfilled before a learning resource is used at Studio9:

1. The teacher/staff member presents the Principal with information about the learning resource/the learning resource itself, including how/why it will be used in teaching curriculum and how it fits the initial requirements for consideration (see above)
2. The Principal assesses the learning resource, based upon the Learning Resource Criteria form (see attached)
3. If the learning resource is deemed to be appropriate for use, based upon the Learning Resource Criteria form, the Principal will approve the use of the learning resource for the initial intent described by the teacher/staff member (other teachers/staff members who wish to use an approved learning resource for other age levels/intents must have this use approved by the Principal)

If, at any time, the Learning Resource is later found to be inappropriate for content, language, presentation, developmental age of the user, promotes intolerance, is biased, or any other reason that the Principal deems, the learning resource will be immediately removed from use at Studio9 (this includes previously approved resources, which may become out of date in terms of what is socially and pedagogically acceptable).

Appealing Resources

If a student/parent/staff member has concerns about a learning resource, or wishes to have a learning resource removed from the classroom/school due to concerns regarding its appropriateness, the following steps will occur:

1. The questioner will be invited to meet with the Principal to discuss concerns regarding the learning resource.
2. The Principal shall explain to the questioner Studio9's learning resource selection procedure and criteria.
3. The Principal and appropriate educational staff will explain the particular place that the reconsidered resource occupies in the education program and its intended educational usefulness.
4. If the questioner wishes to file a formal request for reconsideration, the questioner must do so in writing to the CEO within seven days of meeting the Principal to discuss the learning resource.
5. The CEO will report back in writing to the questioner, the staff member using the resource, and the Principal his/her final decision regarding the resource.
6. If the CEO deems the resource as appropriate and maintains its position within the classroom, the parent/guardian of the student who is to use the resource may request in writing to the Principal that their child be exempt from using this learning resource. This written request must be made within seven days after receiving the final decision from the CEO.

*The criteria for the above are in conjunction with the ERAC "Evaluating, Selecting, and Acquiring Resources: A Guide" (2008), found at http://www.bcerac.ca/resources/whitepapers/docs/erac_wb.pdf.