

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> Learning Resources	<b>POLICY NUMBER:</b> 2.2.6	<b>CATEGORY:</b> Academic
<b>RESPONSIBLE EXECUTIVE:</b> Principal	<b>APPROVAL AUTHORITY:</b> Senior Leadership Team	<b>EFFECTIVE DATE:</b> September 23, 2020
<b>NEXT FULL REVIEW DATE:</b> September 22, 2025 or amendments by Independent School Act	<b>REVISED:</b> October 23, 2023	<b>REPLACES:</b>

### **Purpose**

This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by Coquitlam College Brookmere Secondary (the College).

### **Scope**

This policy applies to Senior Secondary programs offered by the College.

This policy applies to learning resources requirements as authorized under the authority of the Independent School Act, s 4(1)(b) which states:

On application by an authority, the inspector must issue or renew a certificate classifying an independent school into one or more of the groups set out in the Schedule if the inspector is satisfied that the authority and the independent school meet (b) the educational standards established by the minister, and

Section 4 of the Ministerial Order 41/91, the Education Standards Order.

The Ministry of Education no longer conducts evaluation processes to recommend learning resources, leaving the responsibility to the school authority.

The policy principles and procedures outlined below were approved by the FISA Board of Directors, March 24, 2017, except for the section on Textbooks.

### **Policy Statements**

1. This policy is specific to learning resources which form the core program collection of resources.
2. Learning resources used in the classroom will be evaluated and approved by the College with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical, cultural and/or religious values.

### **Procedures**

#### **Learning Resources Approval Process**

1. The College will encourage teachers to utilize education media that have been formally evaluated before being used in the classroom. The evaluation process will take place at combined Department Head meetings. Senior administration representatives attend and participate in these meetings. This evaluation process allows the intake of materials to be discussed with Department Heads who represent appropriate subject areas. The evaluation

criteria used in determining appropriate learning resources for the school will include, but are not limited to:

- Supporting the learning standards and outcomes of the curriculum
  - Assisting students in making connections between what they learn in school and its practical application in their lives
  - Addressing developmental and age appropriateness
  - Having effective instructional and technical design
  - Meeting the requirements set by copyright and privacy (PIPA) legislation
  - Suitability based on the pedagogical, social, philosophical, and cultural values of Coquitlam College Brookmere Secondary.
2. Evaluating resources from the perspective of pedagogical, social, philosophical, and cultural values will:
    - encourage understanding and promote positive social attitudes and respect for diversity and individual differences
    - ensure that BC students will see themselves and their life experiences, within a free, pluralistic, and democratic society and evidenced in the learning materials they use in their classroom
  3. Resource evaluation will be based on one or more of the following inclusion criteria: (schools will adjust criteria accordingly)
    - socio-economic factors
    - course content, skills, and competencies
    - social responsibility
    - pedagogical perspectives

### **Authority Approval**

4. The Board of Governors will approve resources used by Coquitlam College Brookmere Secondary which then become recommended resources for a five-year period unless they are withdrawn. The authority may continue to use the learning resources after five years if the authority grants an extension of an additional five-year period.
5. Learning resource approval is confirmed by a motion(s) passed by the Coquitlam College Brookmere Secondary Board of Governors.

### **Withdrawal of a Recommended Learning Resource**

6. Learning Resources will maintain a recommended status for five years, after which continued status will be subject to, but not limited to, criteria such as curriculum relevance, currency, and availability.
7. The recommendation of withdrawal will be made by a committee of at least two representatives of Coquitlam College Brookmere Secondary, one being a practicing teacher with at least three year's experience preferably in grade level and subject area for which the resources are used.
8. A learning resources withdrawal will be confirmed by a motion passed by the Coquitlam College Brookmere Secondary Board of Governors.

### **Challenge to the Use of Authority Recommended Learning Resources**

9. Challenges to the use of authority recommended learning resources must be made in writing to the (principal/superintendent/head of school), identifying the learning resource and stating the reason why the resource(s) may not be suitable. Challenges will only be accepted from individuals in the school community whose children are directly engaged with the learning resource(s), educators who use the resource(s) or Ministry of Education staff.
10. Within 14 days of written receipt of a learning resource challenge, the (Principal) will convene a meeting of a committee, consisting of a minimum of three representatives of Coquitlam College Brookmere Secondary, one of whom must be an administrator and another a practicing teacher. The practicing teacher must be or have been in the grade level(s) and subject area(s).
11. Based on the committee's recommendation, the authority may dismiss the challenge, raise the awareness of the implications of using the resource with the teaching staff, communicate with the publisher and/or withdraw the recommended resource from further use in the school.
12. The individual issuing the challenge will be notified of the committee's decision in writing within 14 days of the decision.

### **Sources of Learning Resources**

13. Coquitlam College Brookmere Secondary may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources.
14. (List other sources used by School ABC. Ex. Online list of resources, Open Education Resources, Textbook Publishers, etc.)

### **Definitions**

Learning Resources: Texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning defined by provincial and local curricula.

### **Related Documents**

[Independent School Act](#)  
[FISA BC](#)