

# **Selection and Review of Instructional Materials**

## **1110-10 | Selection and Review of Instructional Materials**

Date Approved: April 11 2014

Date Amended:

---

### **UNDER REVIEW APRIL 2017**

In general, the Regulation of the Board of Prince Rupert School District No. 52(Prince Rupert) is to provide those learning resources necessary to meet the educational needs of all students in the schools of the district.

Responsibility for selecting and using learning resources, and for presenting locally developed courses and texts for approval by the Board, rests with the Superintendent of Schools. In addition, the Superintendent of Schools is responsible for seeing that the criteria and procedures contained in the accompanying regulations are known and applied.

### **CRITERIA FOR SELECTION OF LEARNING RESOURCES**

#### **I. PREAMBLE**

"Districts are encouraged to expand processes for the local selection of learning resources. Under Minister's Order #143/89 districts are not limited to the use of provincially authorized or recommended resources. However, should a School Board wish to purchase other than provincially authorized or recommended resources, it must establish evaluation and selection criteria and procedures to approve the use of these resources."

Learning Resources Funding 1995/1996

#### **II. OBJECTIVES OF SELECTION**

A. For the purposes of this Regulation, the term "learning resources" will refer to any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include software, video materials, CD ROM, laser discs, audio tapes, information series, print materials and manipulatives.

B. The primary objective of learning resources is to support, enrich and help to implement the educational program of the school through the interaction of professional personnel and other members of the school community. It is the duty of professional staff to provide students with a wide range of materials at varying levels of difficulty, with diversity of appeal and the presentation of different points of view.

C. To this end, the Board of School Trustees of School District No. 52 affirms that it is the responsibility of its professional staff:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied

- interests, abilities, learning styles and maturity levels of the students served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and societal standards;
  - To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgements in their daily lives;
  - To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our national heritage and the world community;
  - To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

### **III. RESPONSIBILITY FOR SELECTION OF LEARNING RESOURCES**

- A. The Board of School Trustees delegates the responsibility for the selection of learning resources to the professional staff employed by the school system.
- B. While selection of learning resources involves many people (administrators, teachers, students, community persons, resource centre personnel), the responsibility for coordinating the selection of school learning resources and making the recommendation for purchase rests with the School/District Administrative Officer after consultation with school and district staff.
- C. From time to time Sub Committees of District Committees will be struck, for resource selection, especially at the elementary level for the following reasons:
- Uniformity of the main resources used within the district to accommodate the transitory nature of many of the students in Prince Rupert.
  - To ensure consistent programs throughout the district.
  - To ensure that schools with small staffs are not required to be responsible for several resource selections in one year.
  - District resource selection committees made up of both elementary and secondary representatives encourages the appropriate fit of elementary resources from elementary to secondary.

### **IV. NOTES ON THE SELECTION OF LEARNING RESOURCES**

- A. The following criteria should be used to the extent that each is appropriate to any given learning resource:
1. Other factors being equal, priority shall be given to a learning resource developed and produced in Canada.
  2. Learning resources shall support and be consistent with the general educational goals of the province and district and the aims and objectives of individual schools and specific courses.
  3. Learning resources shall meet high standards of quality in factual content and presentation.
  4. Learning resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
  5. Learning resources shall have aesthetic, literary and/or social values.
  6. Physical format and appearance of learning resources shall be suitable for their intended use.

7. Learning resources chosen shall be developed by competent authors and producers.
8. Learning resources shall be selected to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to our civilization by women, minority and ethnic groups.
9. Learning resources shall be selected to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in our society.
10. Biased or slanted learning resources may be provided to meet specific curriculum objectives; for example, to recognize propaganda and its purpose in a given context. Such resources shall have a statement on the inside cover outlining the intent of the resource and comments on appropriate use. The placement of such statement is the responsibility of the school's Administrative Officer.

B. The selection of learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views. Learning resources shall clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems that led up to the conflict.

C. Emphasis will be placed on the selection of Canadian learning resources where appropriate. These resources include book and non-book learning materials by or about a Canadian person, about a region or event, and/or published or produced in Canada.

D. Some learning resources (e.g., novels) are authorized or recommended for use at a particular grade level. Care should be taken to avoid extensive use of these resources at earlier grade levels.

E. Recommendation for purchase of learning resources at the school level will be done by the School Based Implementation Team or Department, who will ensure that resources recommended for purchase meet present and future curricular needs of students, and are consistent with Ministry, district and school directions.

F. Care should be taken to avoid duplication of learning resources already available in the school.

G. Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.

H. Selection is an ongoing process which should include the removal of materials which are no longer appropriate according to the criteria for the selection of learning resources.

## **V. PROCEDURES FOR RECOMMENDING PURCHASE OF LEARNING RESOURCE MATERIALS NOT ON THE PROVINCIALY AUTHORIZED OR RECOMMENDED LISTS**

A. Teachers who are interested in having a school purchase learning resources that are not recommended shall seek the approval of the School Based Implementation Team/Department and Administrative Officer.

B. The School Based Implementation Team/Department and Administrative Officer must be willing and able to support the use of the resource in the school.

C. If the request is to purchase a class set of learning resources that are not provincially authorized or recommended, the Prince Rupert School District No. 52 form "Request for Approval to Purchase a Class Set of Learning Resources not Provincially Authorized or Recommended" must be filled out and forwarded to the

appropriate District Administrative Officer in charge of elementary or secondary curriculum.

D. The District Administrative Officer will either authorize the purchase or forward the request to the next Education Committee Meeting of the School Board. A representative from the school should attend a Education Committee Meeting to present their school's rationale for wishing to purchase the resource. A decision will be made and the school will be advised by copy of a Board Motion.

E. Orders for Special Education resources, including E.S.L., should be forwarded to the District Officer responsible for Special Education for approval.