

- Procedure Number: 630
 - Procedure Name: Selection of Learning Resources and Challenging of Learning Resources
 - Date of Revision: 1982 10 13
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Selection of Learning Resources and Challenging of Learning Resources**A. Selection of Learning Resources****1. A Definition of a Learning Resource**

A learning resource is defined as any material(s) used for instructional purposes.

2. Responsibility for the Selection of Learning Resources.

The Board of School Trustees of School District # 64 (Gulf Islands) delegates responsibility for the selection of learning resources to the principal and/or appropriate professional staff.

3. Objectives of Selection

It is the responsibility of the professional staff to:

- (a) Provide a wide range of learning resources, including those with
 - differing points of view
 - varying levels of difficulty
 - diversity of interest and appeal
 - diversity of ethnic, religious, cultural and minority representation
 - local interest
- (b) Provide learning resources that support the curriculum.
- (c) Provide learning resources that will stimulate growth in factual knowledge, literary appreciation and aesthetic values and that will develop analytical skills.
- (d) 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.

4. Criteria for the Selection of Learning Resources

The following criteria will be used as they apply:

That learning resources:

- (a) Be of high quality in form and content
 - (b) Support the curriculum
 - (c) Be appropriate to the:
 - age of the student
 - emotional development of the student
 - social development of the student
 - learning style of the student
 - subject area
 - (d) Have aesthetic, literary and/or social value
 - (e) Be selected for their strengths rather than rejected for their weaknesses
 - (f) Be provided to meet specific curriculum objectives even though they be biased or slanted; for example, to recognize propaganda, its purposes in a given context or to balance an argument.
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- (g) Have Canadian content 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.

5. Procedures for the Selection of Learning Resources

- (a) In selecting learning resources professional personnel will evaluate available resources and curriculum needs.
- (b) Whenever possible reputable selection aids (e.g. book reviewing journals for librarians) will be consulted.
- (c) Whenever possible the actual resource will be examined.
- (d) Recommendations will be considered from various sources: students, teachers, district personnel and the public.
- (e) Gift learning resources will be accepted or rejected by the established criteria.
- (f) Selection should include the removal of worn or no longer appropriate learning resources and the replacement of lost materials.

B. Challenging of Learning Resources

1. Procedures for Challenging Learning Resources

- (a) Any resident or employee of the School District may challenge learning resources on the basis of appropriateness.
- (b) Schools will attempt to deal informally with a complaint. The principal, or appropriate staff member will discuss the questioned resource in the educational program and its intended usefulness. It is hoped that this informal reconsideration will end in a mutually satisfactory understanding.
- (c) Request for formal reconsideration:
 - If the questioner wishes to file a formal challenge, a copy of “A Policy for Selection of Learning Resources” and a “Request for Reconsideration of Learning Resources” form be given by the principal and/or appropriate professional staff member to the party concerned.

2. Preliminary Procedures

- (a) All formal objections to learning resources must be made on “Request for Reconsideration of Learning Resources” forms. These forms will be kept on hand in the schools and Resource Centre.
- (b) The “Request for Reconsideration of Learning Resources” form must be signed by the questioner and filed with the Principal, Resource Centre Coordinator or a designated substitute who will inform the Superintendent of Schools and the Supervisor of Instruction of the request for reconsideration.
- (c) The request for reconsideration will be referred to a Reconsideration committee for re-evaluation of the resource.

3. The Reconsideration Committee

- (a) Upon the receipt of a request for formal reconsideration of a learning resource, the Principal and/or appropriate professional staff member is responsible for forming the Reconsideration Committee to consist of:
 - the Superintendent of Schools or his designate
 - a member of the School Board
 - the School Principal
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- the School Librarian or Teacher

- (b) The Superintendent of Schools will convene a meeting of the Reconsideration Committee within fourteen days.
- (c) The Reconsideration Committee will review the challenged resource, judge, using the guidelines stated below as to the resource conforms to the selection criteria outlined in this Policy.
 - examine the challenged resource
 - determine professional acceptance by reading critical reviews where possible
 - form an opinion of the learning resource as a whole rather than as a segment regarded out of context
 - discuss the challenged resource in the context of the educational program
 - discuss the challenged resource with the questioner and professional staff involved
 - prepare a written report
- (d) The report is to be retained by the Superintendent of Schools and copies distributed to the Principal, School Librarian or Teacher and Questioner.
- (e) If requested, the written report will be discussed with the questioner.
- (f) Once filed, written reports are accessible for examination.
- (g) The decision of the Reconsideration Committee is binding for the particular challenge.

4. Guiding Principles

- (a) A decision to sustain a challenge will not necessarily be interpreted as a judgment or irresponsibility on the part of the professionals involved in the original selection and/or use of the material.
- (b) The parent/guardian has the right to determine reading, viewing, or listening matter for his/her own child/charge.
- (c) Access to challenged materials will not be restricted during the reconsideration process.
- (d) Major criterion for the final decision is the appropriateness of the materials for its intended educational use.
- (e) Although it is the learning resources which are challenged, the principles of the freedom to read/view/listen must be defended as well.
- (f) A committee may be established to reconsider a previously made decision. Such a committee should not convene until twelve months have elapsed.