

## Administrative Procedure 251

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# LEARNING RESOURCES

## Background

The Ministry of Education and Child Care's July 1, 2017 [Policy](#) on Learning Resources specifies that school Boards now hold the sole responsibility for determining how learning resources are chosen for use in their local classrooms; the Ministry no longer conducts evaluation on, or recommends, Learning Resources.

The term "Learning Resource" refers to any materials, print or digital, selected by teachers to support curricular objectives and student learning. Please note that student-selected free reading materials, such as Library and Silent Reading materials, fall outside the purview of this document.

The Langley School District fully supports the Ministry's Policy statement that "Educators are best suited for determining the resources that are most appropriate for use in their classrooms."

## Procedures

1. The primary objectives of selecting learning resources are:
  - To provide learners with access to materials that will allow them to engage with and explore the big ideas and curricular competencies of a particular course.
  - To recognize and reflect the diverse lives and experiences of our learners and the broader society.
  - To seek out and include various perspectives on controversial issues encouraging opportunities to practice critical thinking.

In some cases, biased resources may be intentionally chosen to meet specific learning objectives.

2. Responsibility for Selection
  - 2.1. Educators are responsible for using the [Resource Evaluation Criteria Form \(251-1\)](#) to select appropriate learning resources for their learners.
  - 2.2. The district is responsible for composing a learning resource evaluation team (LRET) including practicing educators to evaluate learning resources in response to (1) an educator request for a formal resource evaluation and/or (2) a community member or educator request for resource reconsideration. The Resource Evaluation Criteria Form (251-1) will be used to evaluate the learning resource.

### 3. Criteria for Selection of Resources

3.1. Educators are expected to evaluate learning resources using the criteria outlined in the Resource Evaluation Criteria Form (251-1). Learning resources will:

- Support the learning outcomes of the curriculum.
- Assist students in connecting to real life applications.
- Be developmentally and age appropriate.
- Demonstrate effective instructional and technical design.
- Meet the requirement set by copyright and privacy legislation.
- Be suitable based on social considerations.

3.2. Learning resources provide opportunities to develop critical and creative thinking, positive personal and cultural identity, personal awareness and responsibility, social responsibility and/or communication competencies.

### 4. Process for Teacher Selection of Learning Resources

4.1. Teacher reviews the resource using the Resource Evaluation Criteria Form (251-1), available reviews such as ERAC, and collegial professional judgment. Please note that ERAC and other reviews should not be the sole factor informing professional judgement as to what is appropriate within a specific context.

4.2. When a resource is potentially controversial, the teacher may choose to request a formal evaluation by the Learning Resources Evaluation Team (LRET).

- a. The teacher checks the list of learning resources that have already been considered by the LRET on the district website. If the resource is listed, the teacher connects with the LRET contact for further information. If the resource is not listed, the teacher submits a request for evaluation to the LRET.
- b. LRET evaluates the resource and communicates a recommendation to the teacher within four weeks of the date of submission.
- c. A list of the learning resources that have been evaluated by the LRET will be publicly posted.

### 5. Process for Reconsideration of a Learning Resource

5.1. Individual(s) discusses concerns with relevant teacher(s).

5.2. If necessary, individual(s) completes Application for [Reconsideration of Learning Resources](#) (Form 251-2) and submits it to school administration. The teacher submits Resource Evaluation Criteria Form (251-1).

5.3. Applicant meets with a school-based team to discuss possible solutions.

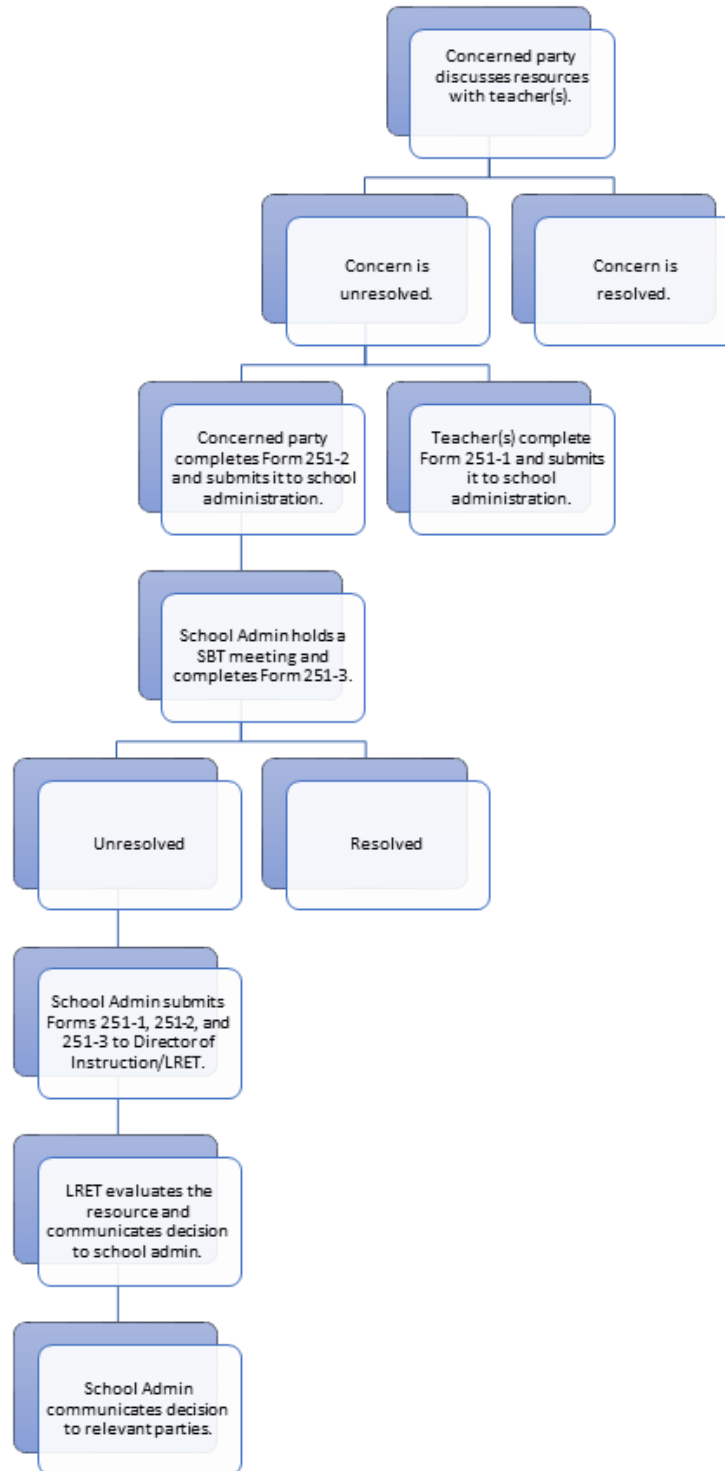
5.4. If unresolved, the school administration will complete form [251-3](#) and send it along with form 251-1 and form 251-2 to the Director of Instructional Services.

5.5. The Director of Instruction will forward both forms to the District Learning Resource Evaluation Team (LRET) for reconsideration. The LRET will consist of practicing educators and administrators.

5.6. LRET will review the resource and communicate their decision to the school administration who will communicate the decision to relevant parties.

During the reconsideration process, the teacher has the right to continue using the resource in question though the applicant may request an alternative learning resource be provided for their child. Similarly, if the item is not reconsidered the parent/guardian has the right, within reason, to work with the teacher to find an alternative learning resource.

# Process for Reconsideration of Learning Resources



Reference: Sections 7, 8, 17, 20, 22, 65, 85, 168 School Act  
Evaluating, Selecting, and Managing Learning Resources: A Guide (2002)  
Ministerial Order 333/99 – Educational Program Guide Order

Forms:

251-1 [Evaluating Learning Resources](#)

251-2 [Application for Reconsidering Learning Resource](#)

251-3 [Reconsideration Meeting Summary](#)

Adopted: December 15, 2020