

ADMIN PROCEDURES MANUAL

Administrative Procedure 251

LEARNING RESOURCES

SCOPE

This Administrative Procedure pertains to the selection and use of appropriate learning resources in schools.

BACKGROUND

Learning resources include print, visual or digital materials used to support students to engage fully in the required Learning Standards and Core Competencies of the BC Curriculum. In alignment with the BC Human Rights Code and guided by the principles of truth and reconciliation, diversity, equity, inclusion, and anti-racism, the District will support educators with the selection of appropriate learning resources.

RESPONSIBILITIES

1. Staff

Educators:

Educators are best suited to determine the resources that are most appropriate for use in their classrooms and libraries. Educators must review the Focused Education <u>Learning Resource</u>
<u>Selection Model</u> criteria and apply their sound professional judgement when using currently available resources and when selecting new resources.

- 1.1. The Director of Instruction, Learning and Innovation will provide annual training for Teacher Librarians and Principals using the Focused Education <u>Learning Resource Selection Model</u> (Appendix 1).
- 1.2. Teacher Librarians will annually review the Learning Resource Selection Model with their school staff to ensure that all educators apply the model when using current resources or selecting new resources.
- 1.3. Educators will ensure that learning resources are compliant with Federal policies regarding copyright usage for schools, provincial policies such as the BC Freedom of Information and Protection of Privacy Act, or the BC School Act, as well as District and School policies.
- 1.4. Educators will ensure that classroom and Library Learning Commons collections include a balance of resources that reflect and celebrate all students, specifically in the areas of culture, race, gender identity, Indigeneity, and diverse family structures.
- 1.5. Teacher Librarians will review the appropriateness of Library Learning Commons resources through yearly inventory and "weeding" processes.

Modification to this document is not permitted without prior written consent from New Westminster Schools.

Admin Procedure 251 Page 1



Admin Procedure 251