

Selection of Supplementary Learning Resource Materials

The Board of Education will establish procedures to ensure learning resources will be those that best assist in teaching the provincially prescribed and locally approved curricula and programs.

Selection criteria – to be applied to both curricular and extra-curricular activities

- Supplementary Learning Resources should support or enhance curricula and be relevant to the learning outcomes and content of the course.
- Whenever possible, priority will be given to resources developed and produced in Canada.
- Resources must be appropriate in content and presentation to the subject area and to the emotional development, ability level, learning style, social development, and chronological age of the students.
- Resources should be selected to stimulate growth in knowledge, literary appreciation, aesthetic values and societal standards.
- Resources must have a physical format and appearance that is suitable for their intended use.
- Resources should foster respect for and an understanding of the contributions made to our civilization by minority and ethnic groups.
- Resources should avoid reflecting negative stereotypes.
- Resources should provide a stimulus for creativity.
- Resources should represent different points of view with the goal of providing a balanced collection or argument.
- Professional education personnel will evaluate resources and curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources.
- Prior to purchasing and whenever possible, the learning resource should be examined or reviewed and approved by a recognized source (a recognized source could be a person like a subject area specialist, teacher or teacher-librarian, or selection aids such as the School Library Journal, Booklist, HornBook, Science Materials, etc).
- In selecting supplementary learning resources, the professional education personnel will consider recommendations from students, parents, teachers and administrators.
- Gift materials will be judged by the criteria outlined and will be accepted or rejected in accordance with those criteria.
- Supplementary resources should not supplant or replace any provincially prescribed content of a course
- Internet resources must meet the regulations in accordance with the [Internet Access for Students & Staff - Safe Practices Administrative Procedure #107](#).
- Selection and/or use of supplementary learning resources must be in accordance with copyright laws (see Copyright Act and Cancopy License Policy).

Procedures for Using Supplementary Learning Resources

- All supplementary materials/resources must be read and/or reviewed prior to teaching use.
- Learning resources should be fair, objective, and free from inappropriate language and images, bias, propaganda, discrimination and sex-role stereotyping, except where a teaching/learning situation requires illustrative material to develop critical thinking.
- Where the classroom use of supplementary resource is judged to be potentially controversial the teacher should notify the parents of the intended use.

Use of Commercial Feature Film Videos and Audio CD's

- Selection and use of feature films must be in accordance with the criteria established in this procedure.
- Feature film videos and audio CDs must be previewed prior to use.
- Movie videos and music selection must be limited to the following categories of Video and Film Classifications:
 - GENERAL (G): Suitable for all ages.
 - PARENTAL GUIDANCE (PG): Some Material May Not Be Suitable for Children.
 - PARENTS STRONGLY CAUTIONED (PG13): Some Material May Be Inappropriate For Children Under 13.
 - 14A: Suitable for persons 14 years of age or older. (Similar to the high end of the PG-13 rating and the lower end of the R rating in the U.S.)
- Prior to the showing of feature film videos, movies, DVDs, and music categorized as PG, 14A and PG13, the following procedures must be followed:
 - For titles rated as PG, teachers must screen and edit age-sensitive material and receive approval from the Principal.
 - For titles rated 14A and PG13 teachers must screen and edit/delete inappropriate, controversial, and/or age sensitive material and receive approval from the Principal. For students aged 13 and under, approval is required from individual parents.
 - Parental consent forms should include the nature of the material and a commentary on the edited and/or deleted materials (if any).

Date Adopted: November 2001

Date Revised: March 2014

Definitions:

- *Learning Resources include textbooks, other books, computer software, Internet information, video recordings, supplementary reading and informational materials, optical formats (including CD ROM, CD Interactive laser disks), audio tapes, information services such as computer software, charts, community resource people, agencies and organizations, dioramas, film strips, flash cards, games, gloves, kits, machine readable data files, maps, micro films, models, motion pictures, periodicals, pictures, slides, records, cassettes, transparencies, music CDs or cassettes, and resource based information retrieved by any communication systems.*
- *Provincially Prescribed means the legal status granted to a learning resource that has been evaluated and approved by the Ministry for use in all BC schools.*
- *Supplementary means educational resource materials that are considered appropriate for individual students or groups of students (3.1(e) Educational Program Guide Order) (for example, Library books, classroom teaching aides, etc).*

Cross Reference: [Copyright Act and Cancopy License Administrative Procedure #304](#)
[Internet Access for Students & Staff - Safe Practices Administrative Procedure #107](#)
[Internet & E-mail Access for All Users Administrative Procedure #210](#)

Resources: *Educational Program Guide Order; Policy Circular Withdrawal of Learning Resources*