



Administrative Procedures

AP-611 INSTRUCTIONAL RESOURCES	Date of implementation: Fall 2006 Date of update: Fall 2020
	Related Administrative Procedures: AP-417 Student Fees

Purpose: The Division authorizes the purchase of instructional resources to meet and satisfy the vision, mission, guiding principles and goals of the Division. All instructional resources should be carefully selected to align with *My Prairie Spirit Classroom* (MPSC) to ensure a high-quality effective learning experience for all students.

Procedures:

1) General

- a) Classroom instructional resources and supplies are to be selected to align with provincial curriculum and *My Prairie Spirit Classroom*.
- b) Students can be asked to supply their own dictionaries, atlases, pencils, pens, notebook, and related supplies.
- c) In general, materials used for instructional purposes in industrial arts, home economics and sciences are to be supplied to the student. However, in some areas where students are using consumable materials or supplies, a fee may apply (AP-417 Student Fees).

2) Selection of Resources

- a) Professional staff are to provide students with a wide variety of materials at varying levels of difficulty with diversity of appeal and varying points of view that are consistent with the beliefs and goals of the Division.
- b) While the selection of learning resources may involve many people – administrators, teachers, learning superintendents, students, community persons – the responsibility for selection and purchase rests with the principal and professional staff.
- c) Materials selected for the school library resource centres and classroom libraries are to be consistent with the following guidelines:
 - i) They support and are consistent with educational goals of the province, Division, individual school and specific courses.
 - ii) They are appropriate for the subject area, as well as age and ability of the student(s) for whom they are intended.

- iii) They meet high standards of quality in factual content, accuracy, balance, integrity and presentation.
- iv) They are developed by authoritative and competent authors and producers.

3) Challenged Resources

- a) Any resident or employee of the Division may formally challenge learning resources used in Prairie Spirit schools.
- b) The challenge must be on the basis of appropriateness.
- c) Requests for reconsideration of materials may be informal or formal.
 - i) Informal - The school receiving a complaint regarding a learning resource is to try to resolve the issue informally:
 - The principal or other appropriate staff is to explain to the questioner the school's selection procedure, criteria and qualifications of those persons selecting the resource.
 - The principal or other appropriate staff is to explain the particular place the questioned resource occupies in the education program, its intended usefulness and additional information regarding its use. The principal or other appropriate staff may also refer the questioner to someone who can identify and explain the use of the resource.
 - If the questioner wishes to file a formal challenge, a Request for Reconsideration of Learning Resources form (Appendix A) is to be given to the person.
 - ii) Formal - All formal objections to learning resources are to be made on the Request for Reconsideration of Learning Resources form (Appendix A):
 - The form is to be filed with the principal.
 - The principal is to submit the form to the Director or designate.
 - The Director is to submit the form to a Reconsideration Committee composed of one member of the Division staff chosen by the Director or designate, a member of the school teaching staff and one senior administrator.
 - The Reconsideration Committee may choose to consult Division support staff and/or community persons with related professional knowledge.
 - The Reconsideration Committee is to review the challenged resource and judge whether it conforms to the guidelines for selection.
 - The Reconsideration Committee is to:
 - Examine the challenged resource.

- Determine the professional acceptance by reading critical reviews of the resource.
- Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
- Discuss the challenged resource in context to the educational program.
- Prepare a written report.
- The written report is to be discussed with the individual questioner if requested.
- The written report is to be retained by the Director, with copies forwarded to the principal and questioner.
- The decision of the Reconsideration Committee is binding on the individual school.
- Notwithstanding this procedure, the questioner has the right to appeal any decision of the Reconsideration Committee to the Board of Education as the final review panel.



Request for Reconsideration of Learning Resource Materials

Appendix A, AP-611 Instructional Resources

Name of person making request: _____

Telephone: _____

Address: _____

Complainant represents:

Self

Organization – please name: _____

Other group – please identify: _____

Name of school owning challenged material: _____

Do you have a child in this school? Yes No If yes, grade: _____

Title of item: _____

Type of media (e.g. book, film, filmstrip, computer, etc.): _____

Author/Artist/Composer, etc.: _____

Publisher/Producer, if known: _____

How did you acquire this item: _____

Have you reviewed the entire item: _____

Is this item part of a series or set: Yes No

If yes, did you examine other items in the series or set: Yes No

What do you believe are the theme and purpose of this item: _____

To what in the item do you object: _____

Please be specific – cite pages, frames, etc.: _____

Does this item have any redeeming feature or value: Yes No

If yes, please list them: _____

For what age or grade level would you recommend this item: _____

What do you think might be the result of a student's reading, viewing or listening to this item:

Are you aware of any evaluations of this item by authoritative sources: Yes No

If yes, did those sources agree with your opinion: Yes No

Please list the sources: _____

What would you like your school to do about this item:

Not assign it to your child

Not assign it to any child

Make it available only to those who request it

Withdraw it from the school library media collection

Other – please specify: _____

What would you suggest that the school purchase in lieu of this item:

Why is your recommendation a better choice: _____