



Category: Education	Responsible Owner: Academic Board	Effective Date: February 2023
Policy Number: #TBD	Approval Body: Board of Governors	Policy Name: Educational Resource Policy (High School)

A. POLICY:

PURPOSE/COMMITMENT: The purpose of this policy is to establish the principles and procedures for the approval of appropriate classroom learning resources. The aim is to encourage the provision of a variety of learning resources that promote fairness, objectivity, and free from propaganda, discrimination, and gender stereotyping, except where the use of such materials promotes critical thinking about these issues.

Learning resources used in the classroom will be evaluated and approved by Columbia College, with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical and cultural values.

SCOPE:

This policy is specific to learning resources which form the core program collection of resources in the High School Program.

WHEN TO USE THE POLICY:

This policy should be used when it is necessary to evaluate the educational resources used in Columbia College High School classrooms.

DEFINITIONS:

LEARNING RESOURCES:

Learning Resources are texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning as defined by provincial and local curricula.

Responsible Owner:

Head of High School

Category:

2.0 Education

B. PROCEDURES:

Selection/Approval of Resources:

In the BC Ministry of Education's K-12 curriculum, (2018), the approval of education resources is no longer prescribed by the Ministry, but subject to Board approval.

In the case of Columbia College, instructors are encouraged to utilize educational media that have been formally evaluated before being used in the classroom. Learning resources used in the classroom will be evaluated and approved by Columbia College, with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the Ministry and College philosophical and cultural values.

Decisions on core materials – such as the selection of a new textbook for a course – will be made by the instructor of the course in conjunction with the Head of High School.

Appropriate learning resources should meet the following criteria:

1. Support the learning standards and outcomes of the curriculum;
2. Assist students in making connections between what they learn in school and its practical application in their lives;
3. Address developmental and age appropriateness;
4. Have effective instructional and technical design;
5. Meet the requirements set by copyright and privacy (PIPA) legislation;
6. Broadly align with the pedagogical, social, philosophical, and cultural values of Columbia College.

Appeals that Resources be Removed

Appeals to educational resource decisions may be made in writing to the Head of High School, identifying the learning resource and the class in which it is being used, and stating the reason(s) for the appeal. Challenges will only be accepted from individuals in the school community who are directly engaged with the learning resource(s): students, parents, guardians of registered students, College instructors who use the resource(s), or Ministry of Education staff.

Upon receiving such a challenge, the Head of High School will report the challenge to the Principal, and a committee will be struck to address the concern. The Committee will consist of the Head of High School, the Dean of the Division through which the university-level of the course would normally be offered, and a senior instructor with teaching experience in the subject area or a related area.

The Committee will consider both the written submission and input from the instructor of the course. The Committee will decide, considering both the expectations of what a reasonable person may find appropriate for a student in a Canadian educational environment and the principle of academic freedom, as well as the criteria stated above. The decision to permit the resource to be used will be made by a majority vote of the Committee members. Each member of the Committee will have one vote, with no abstentions allowed. The decision will be made within 7 working days of the original complaint being submitted and will be conveyed to complainant and the instructor in writing by the Principal. There will be no appeal of the Committee's decision.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy Number:
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