

PROVISION OF TEACHING AND LEARNING RESOURCES

Background

The objective of this Administrative Procedure is to provide clarity and consistency in HPSD standards and processes associated with the selection of teaching and learning resources. HPSD believes the study of controversial issues provides students with opportunities to develop capacities to think clearly, to reason logically, to open-mindedly and respectfully examine different points of view, and to reach sound judgments.

Definitions

Teaching and Learning Resources – any person(s) and/or material(s) that provide students with access to information that support the delivery of provincial curricula, locally developed courses, and/or legislation.

Learning Resources – resources that are specifically designed for student use.

Teaching Resources – resources that are specifically designed for teacher use.

Controversial Issues – topics that are publically sensitive and upon which there is no consensus of values or beliefs. They include topics on which people may sincerely disagree (eg. religion and human sexuality).

Procedures

1. The principal shall ensure that all teaching and/or learning resources used by staff and students are aligned with this Administrative Procedure.
2. The teacher shall ensure resources used in instruction and assessment align with this Administrative Procedure.
3. The principal shall provide notice to parents/guardians of a student when teaching and/or learning resources include subject-matter that deals primarily and explicitly with religion, human sexuality or sexual orientation in accordance with Human Rights.
 - 3.1. A parent/guardian may request in writing that their child be excluded from the use of teaching and/or learning resources, which include subject-matter that deal primarily and explicitly with religion, human sexuality or sexual orientation.
 - 3.2. Principals will exempt a student from these subject matters at the written request of a student's parent/guardian and will provide alternative learning experiences for the student.
4. If a parent/guardian of a student has a concern related to notification of controversial content or the exclusion of their child from instruction or courses, the parent or guardian will submit their concern using Administrative Form 220A - Concerns Regarding Notification or Exclusion.

5. Collection Development

- 5.1. Teaching and/or learning resources shall support the implementation of current provincial curriculum or approved locally developed course content, align with provincial legislation and HPSD Administrative Procedures, and HPSD quality standards of:
 - 5.1.1. suitability to student's age, social and emotional development and learning needs;
 - 5.1.2. suitability in fostering equality and respect with regard to ethnicity or culture, religious belief or non-belief, gender, gender identity, or gender expression, sexual orientation, family structure, physical ability, cognitive ability, mental health, social or economic factors, political or regional perspectives;
 - 5.1.3. accuracy and respectful inclusions of ways of knowing and diverse perspectives, in historical and contemporary contexts, of First Nations, Metis and Inuit cultures;
 - 5.1.4. accuracy and respectful inclusion of the diverse perspectives, in historical and contemporary contexts, of Francophones living in Alberta, Canada and the world;
 - 5.1.5. accessibility and support for equitable and inclusive learning environments; and
 - 5.1.6. alignment with the goals and priorities of HPSD.

- 5.2. The school's Library Technician, in consultation with the appropriate staff, is responsible for selecting new materials.
- 5.3. Sufficient materials should be available to support all programs being taught in the school.
- 5.4. Various media must be available for staff and students to ensure the development of viewing and listening skills and to accommodate various learning styles.
- 5.5. De-selection of Learning Commons Materials
 - 5.5.1. Collection is to be evaluated annually according to a regular schedule with the entire collection being evaluated over the course of every five years.
 - 5.5.2. Learning Commons personnel, in consultation with school staff, shall determine which items are no longer useful to the learning resource center.
 - 5.5.3. Materials can be sold or given away as per Administrative Procedure 502 -Transfer or Disposal of School Division Properties.
 - 5.5.4. Donated materials will be accepted according to the same criteria under which new materials are purchased.

6. Dealing with Challenged Materials

- 6.1. Any resident or employee of HPSD may raise objection to learning resources used in, or withdrawn from, a school's educational program by submitting a written request to the Principal to reconsider, using Administrative Form 220B - Request for Reconsideration of Learning Resources.
- 6.2. Parents do not have the right to determine reading, viewing or listening material for students other than for their own children.
- 6.3. Although it is the learning resources which are challenged, the principles of the freedom to read, listen or view must be defended as well.
- 6.4. The Principal will make a decision regarding the restriction of the material during the reconsideration process as follows:
 - 6.4.1. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
 - 6.4.2. The Principal shall have a meeting with the requester to explain the particular place the questioned resource occupies in the educational program, its intended educational usefulness, and additional information regarding its use.
 - 6.4.3. The Principal shall, within ten teaching days of the initial contact, provide the requester with a summary report of the discussion and the decision.
 - 6.4.4. Administrative Form 220B - Request for Reconsideration of Learning Resources and the summary report shall be signed by the requester and filed digitally.
- 6.5. The requester may appeal the Principal's decision to the Superintendent by submitting an Administrative Form 220C - Request for a Formal Review of a Teaching and/or Learning Resource. The Superintendent will review the information and convey a decision to the requester within 30 days.
- 6.6. If the requester is not satisfied with the outcome of this review, an appeal may be made to the Board in accordance with procedures established for delegations in Board Policy 12.

HPSD Forms

[Administrative Form 220A - Concern Regarding Notification or Exclusion](#)

[Administrative Form 220B - Request for Reconsideration of Learning Resources](#)

[Administrative Form 220C - Request for a Formal Review of a Teaching and/or Learning Resource](#)

References

Education Act

Human Rights Act, Section 11.1

Ministerial Order on Student Learning (028/2020)

Cross References

[Board Policy 12 - Appeals Regarding Student Matters](#)

[Administrative Procedure 502 - Transfer or Disposal of School Division Properties](#)