

REGULATION 6163.1

APPENDIX B: REQUEST FOR RECONSIDERATION OF A LEARNING RESOURCE FORM

(Please attach additional pages if more space is needed for any section)

REQUESTOR			
Name:	Date Submitted:		
Telephone:	Address:		
Email:			
School:			
Role of Requestor: Staff Member Parent/Caregiver Student			

RESOURCE			
Complete this area for books.			
Title:	Publisher:		
Author:	Copyright Date:		
Context of Usage: Classroom Resource Library Resource Other: _____			
Complete this area for audio-visual or virtual resources.			
Title/Name:			Type of Resource (✓)
Method of Access: Website Streaming Service DVD Other: _____			Audio-Visual
Date Accessed:			Research Database
Context of Usage: Classroom Library Other: _____			Other: _____

1. Have you reviewed the entire resource? Yes No
2. Have you read reviews of this resource by professionals? Yes No

(if so please specify the source(s) of review(s) and attached photocopies if available) _____

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3. What are your objection(s) to the resource? Please be specific and cite pages or sections.

(a) page(s) _____ Specific Objection: _____

b) page(s): _____ Specific Objection: _____

(c) page(s) _____ Specific Objection: _____

4. What do you think is the theme or purpose of the resource?

5. What impact do you believe this resource would have on students?

6. In what ways do you believe this learning resource does not comply with the rationale and the criteria for the evaluation and selection of a learning resource as outlined in Policy 6163.1?

3.8 Criteria for the Evaluation of Learning Resources

Learning Resources will:

- 3.3.1 Be age and developmentally appropriate.
- 3.3.2 Be evaluated for relevance, accuracy, reliability, and bias.
- 3.3.3 Reflect cultural responsiveness, safety, and societal diversity.
- 3.3.4 Be universally available to all and selected with consideration to cost.
- 3.3.5 Minimize student exposure to advertising and marketing; and
- 3.3.6 Comply with the current Canadian Copyright Act, and current Greater Victoria School District licensing agreements.

3.9 Procedures for Selection of Learning Resources

3.9.1 Responsibility for selecting and issuing learning resources in accordance with the criteria approved herein rests with the appropriate educational staff employed by the District.

3.9.2 The Superintendent or designate and principals have general responsibility for ensuring that the approved criteria are known and appropriately applied.

Each principal is responsible for having a process in place where all educational staff have the opportunity for input into the selection of learning resources in accordance with this Policy and the associated Regulation 6163.1

3.9.3 In selecting learning resources, district and school educational staff will evaluate available resources and curriculum needs and will consult reputable digital resources, professional journals, catalogues, and periodicals. Whenever possible, the actual resource will be examined.

3.9.4 Gift materials learning resources shall be judged by the criteria outlined above and shall be accepted or rejected by those criteria.

3.9.5 Selection is an ongoing process which includes the removal of materials learning resources which are no longer appropriate according to the approved criteria for the selection of learning resources, and other criteria specific to the ongoing reconsideration of learning resources currently in use such as age, damage and relevance.

3.9.6 Concerns about the use of learning resources will be addressed based on the principles and evaluation criteria for selecting and using resources as presented in this Policy and using a reconsideration procedure outlined in Regulation 6163.1

7. In many cases, the impact of the resource will vary according to how it is presented and interpreted in the classroom. Have you discussed this resource with any of the following:

The classroom teacher?	Yes	No
The teacher librarian?	Yes	No
The principal?	Yes	No

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8. Additional Considerations:

Signed: _____ Date: _____