

Learning Resources

Number:	4.1.5
Responsible Executive:	Principal
Approval Authority:	School Authority
Effective Date:	October 17, 2025
Next Review Date:	October 16, 2030
Revised Date:	
Category:	High School

PURPOSE

This policy establishes the standards and procedures for the selection, approval, use, and review of learning resources in Senior Secondary programs at Coquitlam College Brookmere Secondary (the College).

SCOPE

This policy applies to all learning resources used in Senior Secondary classrooms at the College.

This policy is guided by the Independent School Act, the Education Standards Order (Ministerial Order 41/91), the Federation of Independent School Associations in BC (FISA BC) guidelines, the BC Human Rights Code, and other applicable legislation and regulations.

This policy does not apply to post-secondary resources which are governed under the College's Library Resources Policy (2.2.5).

POLICY STATEMENTS

1. The College is committed to ensuring that all learning resources support student achievement of provincial curriculum standards and reflect the values and legal requirements governing independent schools in British Columbia.
2. The evaluation and approval of learning resources will be carried out by qualified educators and administrators in compliance with legislation, ministerial requirements, and institutional policies.
3. Learning resources form an essential component of the educational program and are selected to:
 - a. Align with BC curriculum standards and learning outcomes.
 - b. Be age- and developmentally appropriate.
 - c. Promote equity, inclusivity, and respect for diversity consistent with the BC Human Rights Code.
 - d. Incorporate Indigenous knowledge and perspectives, consistent with provincial curriculum and reconciliation priorities.
 - e. Support skills, competencies, and social responsibility.
 - f. Comply with copyright and privacy laws.
 - g. Be consistent with the College's educational philosophy and values.

4. The College will monitor learning resources annually for relevance, accuracy, and alignment with current curriculum, in addition to a formal review cycle.

PROCEDURES

Learning Resources Approval Process

5. Teachers are encouraged to select resources that have already been formally evaluated and approved before introducing them in the classroom.
6. The evaluation of resources will be conducted as follows:
 - a. The Teacher submits a request to the Department Head, including all relevant information to support the proposed resource.
 - b. The Department Head reviews the resource and provides a recommendation for approval or denial to Senior Administration, based on its alignment with learning objectives and other key educational criteria.
 - c. Senior Administration makes the final decision and informs both the Department Head and Teacher.
 - i. If approved, the Teacher will notify the Librarian so the resource can be recorded and made available.
 - ii. If not approved, the Teacher and Department Head will be provided with the decision and rationale.
7. Approved resources remain recommended for a five-year period, unless withdrawn earlier. Extensions may be granted for an additional five-year period.

Monitoring Learning Resources

8. The Librarian will maintain a list of all approved learning resources. This list will be provided to Department Heads to be reviewed annually for accuracy, currency, and alignment with curriculum. Department Heads will prepare a summary report which will include details of the review process, relevant consultations, and any recommendations.
9. The summary report will be submitted to the Principal for presentation to the Board of Governors as part of annual program reporting.

Withdrawal of Learning Resources

10. Resources may be withdrawn when they no longer meet curriculum needs; are outdated, inaccurate, or biased; or are otherwise unsuitable. Requests to withdraw resources should be forwarded to the Department Head.
11. The Department Head will convene a committee of at least two representatives, including one practicing teacher with relevant subject experience, to review and provide a recommendation.
12. The withdrawal of resources will be approved by the Principal, and the decision will be documented by the Librarian for institutional records.

Challenge to Learning Resources

13. Challenges must be submitted in writing to the Principal and must identify the resource(s) and the reasons for concern.

14. Challenges will only be accepted from:
 - a. Parents/guardians of students directly engaged with the resource(s);
 - b. Educators who use the resource(s); or
 - c. Ministry of Education and Child Care staff.
15. Within 14 days of receiving a challenge, the Principal will convene a committee of at least three representatives including one administrator and one practicing teacher with relevant subject and grade-level experience.
16. The committee will review the resource and provide a recommendation to the Board of Governors, which may include:
 - a. Retaining the resources;
 - b. Using the resource with additional context;
 - c. Raising awareness with teaching staff;
 - d. Communicating concerns with the publisher; or
 - e. Withdrawing the resource.
17. The challenger will be notified of the decision of the Board in writing within 14 days.
18. Decisions will be guided by curricular alignment, educational merit, and compliance with equity and inclusion principles.
19. Concerns regarding challenges or decisions may be raised with the Ministry of Education and Child Care in accordance with the Independent School Act.

Sources of Learning Resources

20. The College may acquire resources through:
 - a. The Education Resource Acquisition Consortium (ERAC);
 - b. Ministry of Education and Child Care recommended resources; and
 - c. Open Education Resources (OER), published, or other approved sources.

DEFINITIONS

Learning Resources: Textbooks, videos, digital media, software, and instructional materials used by teachers to help develop the curricular and core competencies in the BC curriculum.

RELATED RESOURCES

- [Independent School Act](#), RSBC 1996, c 216
- [Educational Standards Order \(M41/91\)](#)
- [FISA BC Learning Resources Policy Template](#)
- [Human Rights Code](#), RSBC 1996, c 210
- [Copyright Act](#), RSC 1985, c C-42
- [Library Resources Policy 2.2.5](#)