

**AP: 7.05**

**Category: Curriculum and Instruction**

### **Selection and Management of Learning Commons and Instructional Resources**

#### **BACKGROUND & RATIONALE**

Access to a rich and varied collection of resources is important in the overall learning program of students. Such a collection helps students to learn how to acquire, understand, use, question, analyze, and evaluate information as part of their growth as ethical and responsible citizens. Therefore, it is incumbent on the school to provide such a collection according to the guidelines below.

Occasionally, an individual will find a resource contained in the collection to be offensive or otherwise inappropriate. In the event of such an occurrence, the school must provide an avenue for such an individual to voice their concerns.

#### **SELECTION OF RESOURCES**

The Principal shall ensure that all resources to be considered for use in the school will be evaluated based on the following criteria:

1. Compliance with Ministerial order #034/2025;
2. Reflect the expectations outlined in Policy 9.01 *Framework for Welcoming, Caring, Respectful and Safe Environment*;
3. Appropriateness to educational goals;
4. Importance of the subject matter;
5. Readability and popular appeal;
6. Quality of the writing/production;
7. The academic credibility of the author/producer; and
8. Gift materials shall be accepted or rejected based on the criteria outlined above.

## **COLLECTION EVALUATION**

The Principal is to ensure that the school's Learning Commons and teacher collections are reviewed annually to ensure:

1. Compliance with Ministerial Order #034/2025;
2. The collection is updated as needed;
3. There are sufficient resources to support each curricular area;
4. There are resources to support new or revised curricula;
5. There are resources to support diverse learning needs;
6. Age appropriateness of resources;
7. The accuracy and currency of information;
8. Freedom from bias and stereotypes;
9. Accurate portrayals of First Nations, Metis and Inuit peoples: and
10. Materials that no longer meet selection and evaluation criteria, or are in poor condition, are removed from the collection.

## **PUBLIC AWARENESS**

The Principal will:

1. Establish and maintain a current listing of all Learning Commons and classroom resources (excluding teacher collections);
2. Ensure the listing of said resources is publicly available; and
3. Ensure that parents and the public are aware of the opportunities to view classroom collections.

## **MINISTERIAL APPROVAL**

Learning and teaching resources dealing primarily and explicitly with gender identity, sexual orientation, or human sexuality require the approval of the Minister. This includes resources being used by outside presenters.

## **CHALLENGE OF MATERIALS**

Concerned individuals or groups may challenge any items included in the Learning Commons collection or used as a learning resource by a staff member or consultant according to the following process:

1. The complainant shall be asked to complete the *Request for Reconsideration of Learning Resources* form (attached).
2. Copies of the *Request for Reconsideration of Learning Resources* form will be distributed to:
  - a. The Principal; and
  - b. The Superintendent
3. The Principal, in consultation with the Superintendent, shall establish a Review Committee. This Committee shall:
  - a. Include a school administrator and 2 teachers;
  - b. Examine the material(s) in question according to the selection criteria noted above; and
  - c. Make recommendations.

4. The recommendations will be provided to the Principal for consideration in a decision.
5. The Principal shall inform the complainant, in writing, of the decision.
6. In the event the complainant is not satisfied, the decision may be appealed to the Superintendent.

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**Reference:**

*Education Act (2019)*

*Ministerial Order #034/2025*

*CAPE Policy 9.01*

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Enacted:

*November 26, 2025*

## **REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Name of Requester: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Status of complainant: \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Citizen  
(Check one)

Does the requester represent:

- a. Oneself
- b. A local organization
- c. Any other group (please specify)

Was the material assigned for study purposes or borrowed by the child for free reading?

TITLE: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

1. To what in this work do you object? (Please be specific, cite pages or sections.)

2. Did you read, view, or hear the entire work?

If not, what parts did you read, view, or hear?

3. What do you believe might be the result of reading, viewing, or using this work?

4. Would you recommend this work for a different age group?

5. In your opinion, is there anything of value about this work?

6. What do you believe is the theme or purpose of this work?

7. What would you like the school to do about this work?

a. Do not recommend or assign it to my child

b. Withdraw it from all student use

c. Other (please specify) \_\_\_\_\_

8. In its place, what work of equal literary merit would you recommend that would convey as valuable a picture and perspective of a society or a set of values?

Signature of Requester: \_\_\_\_\_

Date: \_\_\_\_\_