

## School Operations

# Administrative Procedure #220 Learning Commons and Classroom Resources

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### General Statement

Thrive Elementary School is committed to ensuring Learning Commons and classroom resources support the Board's charter, government legislation and ensuring all resources and materials support and extend student learning.

### Specific Procedures

1. The school will maintain an up-to-date resources list of all titles and authors that are in the Learning Commons.
2. Selection and review processes for the Learning Commons and classrooms resources must ensure they meet the requirements set out in Ministerial Order #034/2025.
3. A catalog containing a list of all learning resources and materials contained in the Learning Commons can be requested by parents to review or they can arrange a time to come to the school to view the books contained in the Learning Commons and that are available to students.
4. All classroom libraries can be viewed at various times throughout the year such as at Meet the Staff and parent/teacher interview evening.
5. Parents may review the Learning Commons book list and the classroom library in their child's classroom.
6. Selection of Learning Commons and classroom resources should strive for:
  - a. Building a diverse, inclusive and high interest inventory to support the learning needs of all Thrive students.
  - b. Supporting and enriching learning and the curriculum.
  - c. Increasing knowledge and developing an appreciation of literature.
  - d. Increase student interest in recreational reading and lifelong learning.
  - e. Fostering responsible and knowledgeable global.
7. Learning Common and classroom resources should be selected using pre-determined criteria that may include:
  - a. Support the Board's Charter

- b. Supporting curriculum
  - c. Age appropriate
  - d. Accuracy of information
  - e. Suitability
  - f. Student interest
8. Donation of books to the Library Commons and classrooms requires completing a review to ensure that they meet the school's selection criteria and the Ministerial Order #034/2025 prior to accepting the donation.
9. De-selecting Learning Commons' resources should include:
- a. Any resources not meeting the requirements set out in Ministerial Order #034/2025 (must complete the form Appendix B for each resource reviewed.
  - b. Any materials that may be interpreted as hateful, prejudicial or discriminating will be de-selected from the resource list unless it aligns to specific learning outcomes (e.g. contemporary issues and or history).
10. Parental requests to re-consider a resource located in the Learning Commons are made through the principal in writing.
- a. Parental requests to re-consider a resource located in a classroom are made through the principal only after the parent has met with the teacher.
11. The school principal will require all school staff to annually review Learning Commons and classroom resources to ensure that they meet the requirements of Policy 220 and Ministerial Order #034/2025. Annual review records (see Appendix A) will be maintained and will identify any resources removed from Learning Commons or classrooms for not meeting the required specifications identified in this policy.