



<b>NAME: 04.19 LEARNING RESOURCES</b>	<b>VERSION: 1</b>
<b>ADOPTED: MAY 27, 2019</b>	<b>REVIEW: 2022-2023</b>

## **REVIEW EVERY 5 YEARS**

### **PREAMBLE**

As of July 1, 2016, independent school authorities are required to have policies and procedures on how learning resources are chosen for use in schools. The learning resources requirement is authorized under the authority of the Independent School Act, s 4(1) (b) which states:

On application by an authority, the inspector must issue or renew a certificate classifying an independent school into one or more of the groups set out in the Schedule if the inspector is satisfied that the authority and the independent school meet (b) the educational standards established by the minister, and Section 4 of the Ministerial Order 41/91, the Education Standards Order.

The Ministry of Education no longer conducts evaluation processes to recommend learning resources, leaving the responsibility to the school authority. This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by Richmond Christian School (RCS), and as outlined in RCS's Learning Resources Policy.

### **DEFINITION OF LEARNING RESOURCES**

1. Learning Resources are texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning defined by provincial and local curricula. This policy is specific to learning resources which form the core program collection of resources. Learning resources used in the classroom will be evaluated and approved by RCS with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical, cultural and religious values.

### **LEARNING RESOURCES APPROVAL PROCESS:**

2. RCS will encourage teachers to utilize education media that have been formally evaluated before being used in the classroom. The evaluation process involves a minimum of two school authority representatives, one of whom is a practicing teacher with at least three years' experience, preferably in grade level and subject area for which the resources are to be used. The other school authority representative will be chosen from among the following options, and according to the criteria of having a degree of expertise in the curricular area under consideration:

Principal or Vice Principal,  
Curriculum Development Coordinator,  
Academic Department Head,  
Or Team Leader.

**CURRICULUM:**

3. The scope of professional learning resources for review will primarily be clustered into the following grade-level groupings: Primary (Gr K-3), Intermediate (Gr 4-5), Middle (Gr 6-8), and Secondary (Gr 9-12).
4. The evaluation criteria used in determining appropriate learning resources for the school will include, but not be limited to whether the resources:
  - a. support the learning standards and outcomes of the curriculum,
  - b. assist students in making connections between what they learn in school and its practical application in their lives,
  - c. address developmental and age appropriate needs,
  - d. have effective instructional and technical design,
  - e. meet the requirements set by copyright and privacy (PIPA) legislation, and
  - f. suitably support the pedagogical, social, philosophical, cultural and religious values of Richmond Christian School.
5. Evaluating resources from the perspective of pedagogical, social, philosophical, cultural and/or religious values will:
  - a. encourage understanding and promote positive social attitudes and respect for diversity and individual differences,
  - b. ensure that BC students will see themselves and their life experiences, within a free, pluralistic, and democratic society and evidenced in the learning materials they use in their classroom, and
  - c. identify potential controversial or offensive elements that may exist in the content or presentation, and highlight where resources might support positive social attitudes, diversity, and demonstrate tolerance and respect for individual differences.
6. Resource evaluation will be based on one or more of the following inclusion criteria:
  - a. age
  - b. multiculturalism and diversity
  - c. accessibility
  - d. beliefs and values

- e. cultural attributes
- f. socio-economic factors
- g. humour
- h. ethical and legal considerations
- i. language
- j. course content, skills, and competencies
- k. respect for individual differences
- l. violence
- m. social responsibility
- n. democratic principles
- o. service learning
- p. pedagogical perspectives

#### **AUTHORITY APPROVAL**

7. The principal will give approval to the resources used by Richmond Christian School which then become recommended resources for a five-year period unless they are withdrawn. The teaching staff may continue to use the learning resources beyond the five year approval date if in consultation with a curriculum approval team and the principal it remains compatible with the Learning Resources Approval Process criteria outlined in this document. An extension of up to five-years can be granted, after which a similar review process must be undertaken.
8. Learning resource approval is granted by the principal and communicated to the Education Committee as an inclusion in the Principal's report. This report is submitted to the Board of Directors by the school superintendent and is presented for questions and discussion at Board of Directors meetings.
9. The Education Committee can exercise the right to withdraw a curriculum approval decision if the majority of its voting members determine the resource in question does not align with the intended curriculum, social considerations, age and developmental appropriateness, and the school authority's philosophical, cultural and religious values.
10. If the judgement to reverse a curriculum approval decision is exercised it must be confirmed by a motion and passed by the Education Committee.

#### **CHALLENGE TO THE USE OF AUTHORITY RECOMMENDED LEARNING RESOURCES**

11. Challenges to the use of authority recommended learning resources must be made in writing to the principal, identifying the learning resource and stating the reason why the resource(s) may not be suitable. Challenges will only be accepted from individuals in the school community

whose children are directly engaged with the learning resource(s), educators who use the resource(s) or Ministry of Education staff.

12. Within 14 days of written receipt of a learning resource challenge, the Superintendent will convene a meeting of a committee, consisting of a minimum of three representatives of RCS, one of whom must be an administrator and another a practicing teacher. Ideally the practicing teacher must have at least three years of experience in the grade level(s) and subject area(s) for which the resource is used. The original decision-makers cannot be part of the challenge decision but may be included in the challenge discussion. Based on the committee's recommendation, the authority may dismiss the challenge, raise the awareness of the implications of using the resource with the teaching staff, communicate with the publisher and/or withdraw the recommended resource from further use in the school.
13. The individual issuing the challenge will be notified of the committee's decision in writing within 14 days of the decision. The individual may appeal the decision to the Board of Directors

### **SOURCES OF LEARNING RESOURCES**

The sources of learning resources are extensive and diverse. RCS may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources. A list of learning and curriculum resources will be kept on file in the Admin Office at each of RCS's respective