



# Maple Hill School

SECTION	General School Administration
POLICY NAME	Educational Resources Policy
POLICY NUMBER	315
DATE CREATED	August 10, 2017
DATE REVISED	September 3, 2019
DATE IMPLEMENTED	September 1, 2017

## Preamble:

The revised new curriculum of British Columbia no longer includes prescribed texts or learning resources. Therefore, teachers are required to choose their own learning resources suitable to the program of studies that they teach in their classrooms. At Maple Hill School we promote the development and continuous improvement of our courses and programmes to provide our students with the optimal learning experience.

## Policy:

Maple Hill School encourages and supports staff/students to use, create and publish Open Education Resources (OER) to enhance the quality of the student experience, enhance the provision of learning opportunities for all, and improve teaching practices. The use, creation, and publication of OERs must be consistent with the school's values, and mission. In addition, resources other than Open Education Resources will be decided upon by the school administration with the input of the classroom teachers. Such learning resources will be approved by the school authority.

Parents/Guardians or other members of the school community who object to the use of a particular resource may file a complaint with the school administration for resolution. The handling of such a complaint will follow the school's Complaint Policy (Policy 306).

## Implementation:

### **A. Introduction**

Effective 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 Maple Hill School.

## **B. Definition of Learning Resources**

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 Maple Hill School with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical and cultural values.

## **C. Learning Resources Approval Process**

Maple Hill School 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 three 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 authority representatives will include the principal, one science teacher and one humanities teacher. This committee, regardless of learning resource approvals, will convene at least twice a school year (December and April) to discuss and evaluate if any of the confirmed resources should be withdrawn or other resources added.

The evaluation criteria used in determining appropriate learning resources for the school will include, but are not limited to:

- Supporting the learning standards and outcomes of the curriculum
- Assisting students in making connections between what they learn in school and its practical application in their lives
- Addressing developmental and age appropriateness
- Having effective instructional and technical design
- Meeting the requirements set by copyright and privacy (PIPA) legislation
- Suitability based on the pedagogical, social, philosophical and cultural values of Maple Hill School.

Evaluating resources from the perspective of pedagogical, social, philosophical, and cultural values will:

- encourage understanding and promote positive social attitudes and respect for diversity and individual differences
- 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
- 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. Resource evaluation will be based on one or more of the following inclusion criteria:

- o age
- o multiculturalism and diversity
- o accessibility
- o beliefs and values
- o cultural attributes
- o socio-economic factors
- o humour
- o ethical and legal considerations
- o language
- o course content, skills, and competencies
- o respect for individual differences
- o violence
- o social responsibility
- o democratic principles
- o service learning
- o pedagogical perspectives

#### **D. Authority Approval**

The Board of Directors will approve resources used by Maple Hill School which then become recommended resources for a five-year period unless they are withdrawn. The authority may continue to use the learning resources after five years if the authority grants an extension of an additional five-year period.

Learning resource approval is confirmed by a motion(s) passed by the Maple Hill School Board of Directors.

#### **E. Withdrawal of a Recommended Learning Resource**

Learning Resources will maintain a recommended status for five years, after which continued status will be subject to, but not limited to, criteria such as curriculum relevance, currency, and availability.

The recommendation of withdrawal will be made by a committee of at least two representatives of Maple Hill School with one being a practicing teacher with at least three year's experience preferably in grade level and subject area for which the resources are used. A learning resources withdrawal will be confirmed by a motion passed by the Maple Hill School Board of Directors.

#### **F. Challenge to the Use of Authority Recommended Learning Resources**

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.

Within 14 days of written receipt of a learning resource challenge, the principal will convene a meeting of a committee, consisting of a minimum of three representatives of Maple Hill School, one of whom must be an administrator and another a practicing teacher. 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.

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. The individual issuing the challenge will be notified of the committee's decision in writing within 14 days of the decision.

### **G. Sources of Learning Resources**

Maple Hill School may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources. Below is the list of resources already approved by the Maple Hill School Board. This list will update when resources are removed and added:

- List all textbooks
- Open Education Resources