

Policy Name	Educational Resource Policy
Policy Number	
Date Created	January 2025
Date Revised	
Date of Implementation	January 2025

Policy name: EDUCATIONAL RESOURCE

Rationale:

Effective July 1, 2016, independent school authorities were required to have policies and procedures on how learning resources are chosen for use in schools. The Ministry of Education and Child Care no longer conduct evaluation processes to recommend learning resources, leaving the responsibility to individual school authorities. This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by OneSchool Global.

Policy:

Legal responsibility for the selection and approval of learning resources ultimately rests with the Board of Directors of OneSchool Global.. The Board of Directors delegates to the School Principal the responsibility to select and approve the use of various learning resources which are supportive and consistent with the goals and objectives of the school and the curriculum of the Ministry of Education. Learning resources used in the classroom should be evaluated and approved by the school with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical, cultural and/or religious values.

Definitions:

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.

Procedures:

A. Selection/Approval Process

The Principal will encourage teachers to utilize education media that have been formally evaluated before being used in the classroom. The evaluation process should involve a minimum of two school representatives/employees, one of whom is a practicing teacher with at least three years' experience, preferably in the grade level and subject area for which the resources are to be used.

The school may use the services of Educational Resource Consortia [such as Focused Educational Resources (formerly ERAC)] to support the school in choosing a learning resource.

B. Criteria for Selection

School personnel should make every effort to ensure that resources are selected for their strengths. The evaluation criteria used in determining appropriate learning resources for the school should include, but are not limited to resources that:

- Meet high standards of quality in factual content, presentation, construction and organization.
- Support the learning standards and outcomes of the curriculum.
- Address the developmental and age appropriateness of students.
- Are suitable based on the pedagogical, social, philosophical, cultural and/or religious values of the school.
- Have effective instructional and technical design.
- Assist students in making connections between what they learn in school and its practical application in their lives.
- Help students gain an awareness of our multicultural society as well as an understanding of the many important contributions made to our civilization by minority and ethnic groups.
- Motivate students and staff to examine their duties, responsibilities, rights and privileges as participating citizens in our society.
- Meet the requirements set by copyright and privacy (PIPA) legislation.

Emphasis should be placed on the selection of Canadian learning resources where appropriate.

Evaluating resources from the perspective of pedagogical, social, philosophical, cultural and/or religious values should:

- Encourage understanding and promote positive social attitudes and respect for diversity and individual differences.
- Ensure that students will see themselves and their life experiences, within a free, pluralistic, and democratic society as 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 should be based on one or more of the following inclusion criteria:

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

C. Withdrawal of a Recommended Learning Resource

Learning Resources shall 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 should be made by a committee of at least two school representatives/employees, one being a practicing teacher with at least three year's experience preferably in the grade level and subject area for which the resources are used.

D. Appeals of the Use of Authority Recommended Learning Resources

Appeals to the use of the school's recommended learning resources must be made in writing to the Principal, identifying the learning resource and stating the reason(s) why the resource(s) may not be suitable. Appeals 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 and Child Care staff.

Within 14 days of written receipt of a learning resource appeal, the Principal will convene a meeting of a committee, consisting of a minimum of three school representatives, 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 school 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. The Board of Directors will be informed by the Principal that a learning resource challenge took place the outcome of the challenge.