



EDUCATIONAL RESOURCES POLICY

Preamble

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. For the purpose of this policy, “school authority” and “authority” shall mean St. Thomas More Collegiate Ltd. (STMC). This policy sets out the procedures that determine how learning resources are chosen, as well as how STMC will address concerns or challenges.

Policy

1. 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 that form the core program collection of resources.

Learning resources used in the classroom will be evaluated and approved by STMC faculty, Heads of Departments, the Director of Teaching and Learning, and the school’s administration with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as St. Thomas More’s philosophical, cultural and/or religious values.

2. Learning Resources Evaluation Process

STMC 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. Any teacher may serve as an evaluator except for the evaluation of learning resources on which such teacher is requesting evaluation. The recommended scope of professional learning resources for review will be inclusive of all Secondary courses taught at STMC (Grades 8-12).



EDUCATIONAL RESOURCES POLICY

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, cultural and/or religious values of St. Thomas More Collegiate.

Evaluating resources from the perspective of pedagogical, social, philosophical, cultural and/or religious 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/grade level
- 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



St. Thomas More Collegiate
LEARN. LEAD. SERVE.

EDUCATIONAL RESOURCES POLICY

- o pedagogical perspectives



EDUCATIONAL RESOURCES POLICY

3. Authority Approval

All learning resources evaluated above will be presented to the authority approval committee comprised of STMC's Senior Leadership Team and the Heads of Departments (HODs)). Any resources approved by the authority approval committee for use by St. Thomas More Collegiate will then become recommended resources for a five-year period unless they are withdrawn pursuant to Section F. The learning resources may be continued to be used after five years if the authority approval committee grants an extension of up to an additional five-year period.

4. 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, re-evaluation criteria such as curriculum relevance, currency, and availability.

The recommendation of withdrawal will be made by a committee of at least three representatives of the faculty of St. Thomas More Collegiate. One being a practicing teacher with at least three years' experience preferably in grade level and subject area for which the resources are used. The other two to include the Director of Teaching and Learning, as well as the Principal.

A motion passed by the approval authority committee will confirm the withdrawal of such learning resource.

5. 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 St. Thomas More Collegiate, 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



St. Thomas More Collegiate

LEARN. LEAD. SERVE.

EDUCATIONAL RESOURCES POLICY

of the decision.

6. Sources of Learning Resources

St. Thomas More Collegiate may use the services of the Education Resource Acquisition Consortium (ERAC) to assist the authority in choosing or approving learning resources. (E.G. Online list of resources, Open Education Resources, Textbook Publishers, etc.)

<p>References</p> <p><i>FISA Independent School Resources Policy Template</i></p>	<p>Approved</p> <p>Dianne Doyle President Nov 2019 Reviewed September 2025</p>
---	--