



<b>LEARNING RESOURCES POLICY</b>			
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<b>Policy Type:</b>	610 – Educational Program	<b>Initially Approved:</b>	April 2017
<b>Last Revised:</b>	January 2020	<b>Review Scheduled:</b>	2023

**1.0 Policy Statement**

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, s4(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.”

**2.0 Policy Rationale**

The Ministry of Education no longer conducts evaluation processes to recommend learning resources, leaving the responsibility to the school authority, which for Meadow Montessori School is the Executive Director, principal and lead teacher. This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by Meadow Montessori School.

**3.0 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 Montessori 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 Meadow Montessori School with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the Meadow Montessori School’s philosophical and cultural values.

## **4.0 Learning Resources Approval Process**

**4.1** Meadow Montessori School will encourage teachers to utilize education materials that have been formally evaluated before being used in the classroom. The evaluation process involves a minimum of two school representatives, one of whom is a practicing teacher with at least two years' experience, preferably in grade level and subject area for which the resources are to be used. The recommended scope of professional learning resources for review includes Preschool/Kindergarten, Elementary, and Middle Years (Gr 5-7).

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 (Montessori and Ministry)
- 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 for a Montessori environment
- Suitability based on the pedagogical, social, philosophical, and/or cultural values of Meadow Montessori School.

**4.2** Evaluating resources from the perspective of pedagogical, social, philosophical, and/or 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.

**4.3** Resource evaluation will be based on one or more of the following inclusion criteria:

- age and accessibility
- course content, skills, and competencies
- pedagogical perspectives
- multiculturalism and diversity
- beliefs and values
- cultural attributes
- socio-economic factors

- humour
- social responsibility
- democratic principles
- ethical and legal considerations
- respect for individual differences
- service learning
- language
- violence

## **5.0 Authority Approval**

The Head of School or their delegate will recommend changes to core resources to be used by Meadow Montessori School annually or more often as required. Recommendations for learning resources will be reviewed to ensure a reasonable process was followed in line with this policy and approval will be confirmed by a motion passed by the Meadow Montessori School Society Board of Directors. New resources will then become recommended resources for a five-year period unless they are withdrawn or replaced. Meadow Montessori School may continue to use the learning resources after five years if again submitted for an additional five-year period.

## **6.0 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 or replacement will be made by a committee of at least two representatives of Meadow Montessori School, one being a practicing teacher with at least two year's experience preferably in grade level and subject area for which the resources are used. The recommended scope of professional learning resources for review include: Preschool/Kindergarten, Elementary, and Middle Years (Gr 5-7). Learning resource approval is confirmed by a motion passed by the Meadow Montessori School Board of Directors.

## **7.0 Challenge to the Use of Pacific Montessori Society Recommended Learning Resources**

Challenges to the use of Meadow Montessori School Society recommended learning resources must be made in writing to the Head of School, 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 Head of School or their delegate will convene a meeting of a committee, consisting of a minimum of three representatives of Meadow Montessori 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.

The Head of School or their delegate will provide a recommendation to the Board of Directors. Based on the committee's recommendation, the Board of Directors 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 Head of School or their delegate will be responsible to notify the individual issuing the challenge of the Board's decision in writing within 14 days of the decision.

## **8.0 Sources of Learning Resources**

Meadow Montessori School will use suppliers of Montessori materials (Neinhaus, etc.) to source the core classroom materials. The school may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources. Meadow Montessori will also consider core program materials by publishers such as Nelson and Orca Books. Digital and online content (IXL, Xtra Math, Brain Pop, etc.) and programs will be reviewed to also consider developmental appropriateness through the Meadow Montessori lens.