



## EDUCATIONAL RESOURCE POLICY

### A. 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 Summit Academy with consideration given to curriculum fit, teaching, social considerations, age and developmental appropriateness, as well as the school authority's philosophical, and cultural values.

### B. Learning Resources Approval Process

*Summit Academy* 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 recommended scope of professional learning resources for review includes Middle grades 7 – 9 and Senior grades 10 – 12, if applicable.

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 teachings, social, philosophical, and cultural values of *Summit Academy*.

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 students will see themselves and their life experiences, within a free 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 will be based on one or more of the following inclusion criteria:

- age
- 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
- violence
- social responsibility
- democratic principles
- service learning
- teaching perspectives

#### C. Authority Approval

The Board of Directors will approve resources used by Summit Academy which then become recommended resources for a two-year period unless they are withdrawn. The authority may continue to use the learning resources after two years if the authority grants an extension of an additional two-year period. Learning resource approval is confirmed by a motion(s) passed by the *Summit Academy* Board of Directors.

#### D. 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 *Summit Academy*, 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. The recommended scope of professional learning resources review will be Middle grades 7 – 9, and Senior grades 10 – 12, if applicable. A learning resources withdrawal will be confirmed by a motion passed by the *Summit Academy* Board of Directors.