Education Resource Policy

This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by Heritage Christian Online School (HCOS).

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 HCOS 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.

Learning Resources Approval Process

Heritage Christian Online School will encourage teachers to utilize education media that have been evaluated before being used with students. 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 include Primary (Gr K-3), Intermediate (Gr 4-6), Middle (Gr 7-9) and Secondary (Gr 10-12).

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 HCOS.

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 o respect for individual differences
- violence
- social responsibility
- democratic principles
- service learning
- pedagogical perspectives

Authority Approval

The Head of Schools and appropriate Divisional Director will approve resources used by HCOS 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. If a resource is potentially controversial then it will be brought forward for Board of Directors approval.

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 HCOS, 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 Primary (Gr K-3), Intermediate (Gr 4-6), Middle (Gr 7-9) and Secondary (Gr 10-12).

A learning resources withdrawal will be confirmed by a motion passed by the HCOS Board of Directors.

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/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 Schools will convene a meeting of a committee, consisting of a minimum of three representatives of HCOS, 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.

Sources of Learning Resources

HCOS may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources.

Approved by the HCOS Board of Directors, April, 2017

Choosing Resources Within the Learning Commons

The role of the Learning Commons is to provide digital and non-digital resources from multiple perspectives to address the competencies and content laid out in the BC Ed Plan by the Ministry of Education. In choosing resources consideration is given to equip our students to become compassionate, collaborative, creative, and inquisitive , while understanding personal and social responsibilities. Purchased resources include a wide variety of worldviews. With due diligence, Learning Commons staff review all resources that reflect content which covers both the BCEdplan and Christian education.

Learning Commons resources are reviewed and purchased by the curriculum team. The curriculum team consists of a teacher librarian and curriculum consultant. Subject specialists are contacted as needed. Input is sought from our curriculum writers as well.

Complaint Process

Concerns regarding Learning Commons resources are forwarded to the Chair of the Learning Commons Committee who will respond to each inquiry. Should there be further action needed,

Schedule E will be followed.

> For more information please see the Conflict Resolution and Appeal Policy

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