



## EDUCATION RESOURCE POLICY

NORTH CREEK MONTESSORI 107 & 108 - 1500 Howe St Vancouver, BC Tel: 604.687.6701  
ANCHOR POINT MONTESSORI 1351 Hornby St Vancouver, BC Tel: 604.677.1958  
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### A. Introduction

Effective July 1, 2016, independent school authorities are required to have policies and procedures on how educational resources are chosen for use in schools. The educational 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

- (a) the requirements for that certificate set out in the Schedule,
- (b) the educational standards established by the minister, and**
- (c) any additional requirements specified by the inspector.

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. This policy sets out the procedures that determine how educational resources are chosen, as well as how concerns or challenges will be addressed by the school.

### B. Definition of Educational Resources

Educational 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 educational resources which form the core program collection of resources.

Educational resources used in the classroom will be evaluated and approved by Lions Gate Montessori Society with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as its philosophical, cultural and/or the inclusiveness of its religious values.

### C. Educational Resources Approval Process

Lions Gate Montessori Society 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 educational resources for review include Grades K-7.



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The evaluation criteria used in determining appropriate educational 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 inclusiveness of the religious values of Lions Gate Montessori Society.

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:

- 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
- pedagogical perspectives.



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### D. Authority Approval

The Board of Directors will approve resources used by Lions Gate Montessori Society which then become recommended resources for a five-year period unless they are withdrawn. The authority may continue to use the educational resources after five years if the authority grants an extension of an additional five-year period.

Educational resource approval is confirmed by a motion(s) passed by the Lions Gate Montessori Society Board of Directors.

### E. Withdrawal of a Recommended Educational Resource

Educational 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 Lions Gate Montessori Society, 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 educational resources review will be Grades K-7.

An educational resources withdrawal will be confirmed by a motion passed by the Lions Gate Montessori Society Board of Directors.

### F. Educational Resource Challenge and Appeal Process

Challenges to the use of authority recommended educational resources must be made in writing to the principal of Anchor Point Montessori, identifying the educational resource and stating the reason why the resource(s) may not be suitable. Challenges and subsequent appeals to the board 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 an educational resource challenge, the Principal will convene a meeting of a committee, consisting of a minimum of three representatives of Lions Gate Montessori Society, 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.



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The individual issuing the challenge will be notified of the committee's decision in writing within 14 days of the decision.

### G. Sources of Educational Resources

Lions Gate Montessori Society may use the services of the Education Resource Acquisition Consortium (ERAC) to assist them in choosing or approving learning resources, Online list of resources, Open Education Resources, Textbook Publishers, etc.

*Approved by the Lions Gate Montessori Society Board of Directors, March 30, 2017*