



## Learning Resources Policy

### Rationale

As required by the Ministry of Education, it is the responsibility of Sacred Heart School to set out its policy and procedures followed in determining how learning resources are chosen for use in the classroom.

### Definition

Learning resources are texts, video, software and instructional materials that teachers use to assist students to meet the requirements for learning defined by the Ministry and CISVA.

### Policy

Learning resources that are used in the classroom will be evaluated and approved with due consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness and conformance with Church teaching and CISVA's overall mission and purpose.

CISVA requires teachers to utilize core education media that has been formally evaluated before being introduced to the classroom. This evaluation process involves one or more of the following oversights:

- Review by at least two school representatives (teacher, department head, principal, or subject peer group) with three or more years teaching experience within CISVA, preferably in the grade level and subject area for which the resources are to be used.
- At the discretion of the Superintendent's Office to review materials that relate to common learning resources and materials used in CISVA schools
- For learning resources (textbooks, programs, etc.) relating to the provision of Christian education taught in CISVA schools, review by the Superintendent's Office of all core learning resources is required

The evaluation criteria applied in determining suitability for classroom use includes but is not limited to the following:

- Supports and is in conformance with Church teaching, our Catholic worldview and rich intellectual tradition
- Encourages and promotes the full dignity of the human person and responsible citizenship
- Supports the learning objectives of the curriculum
- Assists students in making connections between what they learn in the classroom and its application in their lives



- Is age and developmentally appropriate
- Shows responsible scholarship and effective instructional design
- Meets requirements set by copyright and privacy legislation

## **Supplemental Materials**

There is an expectation of all teaching staff that any supplemental materials introduced for use in the classroom support the above criteria. This includes accessing and using online resources. Teachers have a unique responsibility to ensure that such materials serve and reinforce these objectives.

It is critical that learning resources be periodically reviewed to ensure continued relevancy to the curriculum being taught.

## **Appeals**

Parents wishing to challenge the use of a particular learning resource used on the basis of appropriateness may take this up with the Principal of the school. Should the issue not be satisfactorily resolved the Major Complaints Policy is to be followed.