



LEARNING RESOURCE SELECTION POLICY

Policy Type: Educational
Applies To: Parents, Staff,
Approved By: Lead Principal
Policy Reviewed: every 3 years
Adopted: 2016
Revisions: 2025

PURPOSE

This policy establishes clear guidelines for the **selection, evaluation, approval, and review** of learning resources at Maple Ridge Christian School (MRCS). It ensures that all instructional materials support the **BC Ministry of Education and Child Care curriculum**, reflect **Christian worldview values**, and promote **respect for diversity, social responsibility, and academic integrity**.

DEFINITIONS

Learning Resources:

Texts, digital content, videos, software, and instructional materials used by teachers to help students meet provincial and local curriculum expectations.

This policy applies specifically to **core program resources** that are central to courses offered at MRCS.

PROCEDURES

1. Selection and Evaluation

- Teachers are encouraged to use learning materials that have undergone a **formal evaluation** before classroom use.
- The evaluation committee must include at least **two MRCS representatives**, one of whom is a **practicing teacher** with a minimum of **three years of experience**, preferably in the relevant grade or subject area.



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- Evaluation will consider:
 - Alignment with **BC curriculum learning standards**
 - **Age and developmental appropriateness**
 - **Instructional and technical quality**
 - Compliance with **copyright and privacy (PIPA)**
 - Reflection of **MRCS's Christian worldview, cultural, and social values**

2. Approval

- Final approval of learning resources rests with the **Administration Team**.
- Approved materials become part of MRCS's Recommended Learning Resource List.

3. Review and Withdrawal

- Recommended resources will be reviewed every **five years** for curriculum alignment, currency, and continued suitability.
- A committee (minimum two members, including one teacher with at least three years of experience) will evaluate whether to **retain or withdraw** a resource.
- Withdrawals must be approved by the **Lead Principal**.

4. Challenges to Learning Resources

- Challenges must be submitted **in writing** to the **Lead Principal**, stating the specific concerns.
- Accepted challenges may come from:
 - Parents/guardians whose children are using the resource
 - Teachers or educational staff
 - Ministry of Education staff
- Within **14 days**, the principal will convene a **review committee** of at least three members (including one administrator and one practicing teacher).



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- The committee may:
 - Uphold or withdraw the resource
 - Provide context or guidance for its use
 - Communicate with publishers as needed
 - The complainant will receive written notification within **14 days of the decision**.

5. Resource Acquisition

MRCS may use the Education **Resource Acquisition Consortium (ERAC)**, the **Society of Christian Schools in BC (SCSBC)**, and other professional educational organizations to support resource selection and approval.

RESPONSIBILITIES

- **Teachers:** Recommend and evaluate resources for classroom use.
- **Administration Team:** Approve, review, and manage challenges to learning resources.
- **Lead Principal:** Ensures adherence to provincial standards and MRCS mission and vision.
- **Board of Directors:** Provides oversight and ensures policy compliance with Ministry requirements.

REFERENCES

- BC Independent School Act, Section 4(1)(b)
- Ministerial Order 41/91: Education Standards Order
- BC Ministry of Education and Child Care: Learning Resources Guidelines



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- FISA BC Learning Resources Policy (2017)