



School Division Resource Selection Tool

School leaders and teachers are ultimately responsible for selecting resources* deemed appropriate for students that are in *alignment with legislation, provincial and local policies, and directives* (Alberta Education, 2022). Instructional planning, professional judgment, and local context shape these decisions (Alberta Education, 2022).

This tool is designed to support school leaders and teachers in making decisions regarding the appropriateness of an instructional resource. Complete the questions and utilize the space provided to record notes that will serve as helpful references for future use or discussions. Share the completed form with your principal and together you will decide whether this should be used in the classroom (see the section below the table to document this decision). This document must be kept on file at your school in the event that there is a challenge to the resource. [Discernment Guide for Selecting Supplementary Texts and Media](#)

Unless indicated, selecting Yes or No does not disqualify a resource from being used.

Name of Resource:	Author(s):	
Intended Use (Gr. level/ subject area/purpose):	Date:	
Name of Person completing this form:	School:	
Questions	Notes	
1 Does the resource contribute to meeting at least one learning outcome within the curriculum? <i>If no, this resource should not be used in the classroom as it does not support student learning of curriculum.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2 Does the resource align with Catholic worldview? <i>If no, this resource may be able to be used in the classroom after discernment with the school division designated consultant. Please provide in the note section how you plan to address these issues and support all students.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3 Does the resource contradict Catholic worldview? <i>If yes, this resource may be able to be used in the classroom after discernment with school division designated consultant. Please provide in the note section how you plan to address these issues and support all students.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4 Does the resource actively diminish, stereotype, or misrepresent groups and identities in ways that could negatively impact students? <i>If yes, this resource should not be used in the classroom because of potential negative impact on students OR Please provide in the note section how you plan to address these issues to support all students and discuss with the school division designated consultant</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5 Where applicable, does the resource authentically and respectfully incorporate First Nations, Métis, and Inuit experiences, cultures, ways of knowing, and perspectives, in historical and/or contemporary contexts?	<input type="checkbox"/> <input type="checkbox"/>	
6 Does the resource illuminate any discriminatory beliefs and behaviors? <i>If yes, this resource may be able to be used in the classroom after discernment with the school division designated consultant. Please provide in the note section how you plan to address these issues and support all students.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7 Given the age of your students, are there any issues with the author, publisher or sponsor of the resource and/or contained in the resource that may be potentially sensitive ** in your local or broader context? <i>If yes, this resource may be able to be used in the classroom after discernment with the school division designated consultant. Please provide in the note section how you plan to address these issues and support all students.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Does the resource align with current legislation, provincial and Division policies, and directives? <i>If no, this resource should not be used in the classroom.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7 Are you aware of historical, social, community, and cultural contexts in your division that you are unsure of how to effectively address? Please provide in the note section how you plan to address these issues and support all students.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8 Consider groups who may be overrepresented or underrepresented. Does the resource reflect authentic voices and lived experiences that foster inclusivity, equity, and respect? If no, consider pairing with other resources to enhance instruction.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9 For your students, does the resource have appropriate: - vocabulary - reading level (if applicable) If no, explain the selection of this resource.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10 Does the content of the resource exceed curricular expectations for your students? If yes, explain the selection of this resource.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11 Is the resource able to be adapted to meet the varied learning needs of students in your class? If no, is further action required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12 I have used the Fair Dealings Decision Tool to ensure this resource meets the intellectual property owners' rights to copyright.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

* Any material used by students and teachers to engage in learning and teaching (Alberta Education, 2022).
 **Publicly sensitive and there is no consensus of values or beliefs (Alberta Education, 2022).

Based on the responses provided in this Tool, and in consultation with the school administrator and the school division designated consultant, the named resource
 is approved for use.
 is not approved for use.

References: AP 215

Alberta Education. (2022). Provincial Resource Review Guide.
<https://curriculum.learnalberta.ca/cdn/ciihub/docs/Provincial%20Resource%20Review%20Guide.pdf>