



Northeastern Catholic District School Board

SELECTION AND REVIEW OF LEARNING MATERIALS

Administrative Procedure Number APE01

The Northeastern Catholic District School Board (NCDSB) is committed to acquiring quality materials in its schools to support the academic, social, and spiritual development of all learners. We believe that the resources for our students must be relevant, current, accessible and inclusive and aligned with the Ontario Curriculum and the Ontario Catholic Graduate Expectations. Our students have most opportunities to interact with multiple forms of resource materials so that they may learn, progress, and achieve in the 21st Century. **Selection and Review of Learning Materials**

REFERENCES

DEFINITIONS

Textbook

A comprehensive learning resource that is in print or electronic form, or that consists of a combination of print, electronic, and non-print materials collectively designed to support a substantial portion of the Ontario curriculum expectations for a specific grade and subject in elementary school or for a course in secondary school, or a substantial portion of the expectations for a learning area in the Ontario Kindergarten program. Such a resource is intended for use by an entire class or group of students.

Supplementary resource

A resource that supports only a limited number of curriculum expectations, or the curriculum expectations in a single strand, outlined in the curriculum policy document for a specific subject or course, or a limited number of expectations for a Kindergarten learning area. Such a resource may be intended for use by an entire class or group of students. Examples are readers, novels, dictionaries, atlases, and computer software and instructional guides.

Trillium List

The Trillium List contains the titles of those textbooks approved by the Minister of Education for use in Ontario schools. The textbooks named on the Trillium List have been subjected to a rigorous evaluation in accordance with the specific criteria.

PROCEDURES

1.0 SELECTION PROCESS

- 1.1 Materials used in learning settings across the NCDSB should reflect a commitment to:
- i) Enrich and support the curriculum and the diverse needs of all students;
 - ii) A broad representation of the religious, ethnic, and cultural groups and their contributions to our Canadian heritage.
- 1.2 The criteria for material selection will be guided by:
- iii) A commitment to excellence
 - iv) Emphasis on quality Canadian materials
 - v) Knowledge of the school and broader community
 - vi) The individual merit of the material
 - vii) Fiscal responsibility

2.0 THE REVIEW PROCESS

- 2.1 Principals are charged with the responsibility of ensuring that all learning materials are being used in accordance with policies and procedures as established by the board.
- 2.2 Materials must be relevant to the subject matter and learning needs of students, current, accessible, and inclusive.

3.0 THE APPROVAL PROCESS

3.1

- v) The Principal will discuss the matter with the appropriate Superintendent of Education.
- vi) It is the responsibility of the principal, as soon as possible, to report back to the person(s) with the concern to indicate:
 - i) That the concern has been investigated and the material will be retained and the reasons for the decision and that the matter can be appealed to the Director of Education; OR
 - ii) That the Principal has decided to refer the request for reconsideration to the Director of Education.

5.0 APPEAL PROCEDURE

- 5.1 If the reconsideration procedures have been followed and the Principal and/or the person(s) with a concern is dissatisfied, they may request a formal reconsideration of the material.
- i) All formal concerns about learning material are to be stated clearly in a letter sent to the Director of Education
 - ii)