



Huron-Perth Catholic District School Board

POLICY: GUIDELINES FOR THE SELECTION OF TEXTBOOKS AND EDUCATIONAL MATERIALS FOR SCHOOL LIBRARIES AND CLASSROOM PROGRAMS

Adopted:	January 26, 1998	Policy #:	3B:1
Revised:	September 24, 2018	Policy Category:	Curriculum/Program

POLICY STATEMENT:

The Huron-Perth Catholic District School Board recognizes the need for its schools to acquire quality textbooks, digital resources and other educational materials for use in the school library and classrooms that satisfy the purposes of our Mission.

PROCEDURE:

1. Responsibility for Material Selection
 - a) The responsibility for implementing the guidelines for the selection of all educational materials for use within the Catholic school is vested in the Principal of each school who will work in collaboration with the Superintendent of Education and Learning Coordination team.
 - b) The opportunity to recommend educational materials for consideration belongs to every member of the Huron-Perth Catholic District School Board community.
2. The guidelines for the selection of materials and textbooks for our school libraries and classrooms will assist the Principal and staff of each Catholic school to select all materials according to the Act, Regulations, and procedures determined by Board Policy. (See Appendix A.)
3. Guidelines for the challenge to Textbooks and Educational Materials are provided in Appendices B and C.

Principles/Criteria of Material Selection

In keeping with the Mission of the Huron-Perth Catholic District School Board, selected materials are to be utilized to support and enhance the values, traditions and teachings of the Catholic Church.

Selections should also reflect and provide the following:

- a) Materials that will assist with the implementation, enrichment and support of the Catholic curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- b) Materials that will stimulate high interest and enjoyment in learning and stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- c) A background of information which will enable students to make intelligent judgements and assist with problem solving in their daily life.
- d) Carefully selected materials on controversial issues so that young Catholic Christians may develop, under guidance, the practice of critical listening, reading, viewing and thinking.
- e) Materials representative of the many religious, ethnic, and cultural groups and their contributions to our Canadian heritage and the world community.
- f) The placement of principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the libraries and classrooms under the jurisdiction of the Huron-Perth Catholic District School Board.
- g) Materials that do not portray individuals or groups of people in a discriminatory fashion.
- h) Materials that meet the needs of the individual school, based on knowledge of the curriculum, the existing collection, budget availability and knowledge of the community served.
- i) An emphasis on the selection of Canadian learning resources where appropriate.
- j) An ongoing process which should include the removal of materials no longer appropriate and the replacement of lost or worn materials still of educational value.
- k) All textbook materials will adhere to the Ministry of Education's *Guidelines for the Approval of Textbooks, 2008*.
- l) Materials and media shown/used in classrooms or as part of school based functions do not include tobacco imagery, with the exception of portraying historical accuracy and/or showing the negative effects of smoking.

**GUIDELINES FOR THE CHALLENGE TO TEXTBOOKS AND
EDUCATIONAL MATERIALS**

Occasional objections to a selection will be made by the public despite the care taken to select valuable materials for student and teacher use and the qualifications of persons selecting the materials. Should a complaint be received about a specific resource, the material will be referred for:

- a) informal reconsideration
- b) formal reconsideration

a) Informal Reconsideration

- i) All “challenges” are to be referred to the Principal of the school;
- ii) The person(s) making the “challenge” must identify their self (themselves);
- iii) The reasons for the challenge must be clearly identified;
- iv) The Principal discusses the reasons with relevant staff members and resource personnel;
- v) As soon as possible, the Principal reports back to the person(s) making the challenge with a decision regarding the disposition of the material;
- vi) The report referred to in (e) above should explain the Board’s selection procedure, the reviewing process, and the basis for the decision.

A brief summary on the nature of the complaint and the decision made is to be kept on file in the school. A copy of the summary is to be forwarded to the Director of Education.

b) Formal Reconsideration

If the informal reconsideration steps have been followed, and the challenger is unsatisfied, the challenger may request formal reconsideration of the material.

- i) All formal challenges to learning material are to be made on a standardized form called - “Request for Reconsideration of Learning Materials”;
- ii) The signed, completed form is to be filed with the Principal of the school and a copy of the form forwarded immediately to the Director of Education;
- iii) The request is presented to the Reconsideration Committee.

The Reconsideration Committee

- a) This Ad Hoc Committee is to be called together by the Director of Education following the receipt of a formal request for reconsideration. The membership of this committee will consist of:
- i) the Area Chairperson - Education and one other trustee appointed by the Chairperson of the Board;
 - ii) the Director of Education or designate;
 - iii) one Principal;
 - iv) one teacher;
 - v) one priest;
 - vi) two parents.
- b) Procedures
- i) Read, examine and discuss the formal request for reconsideration;
 - ii) Read and examine the materials being challenged in light of the Board's Selection Policy Statement;
 - iii) Check professional reviews, and/or recommendations from teaching staff;
 - iv) Meet with appropriate resource people from within the professional staff of the school system;
 - v) Provide the challenger with an opportunity to make a verbal presentation;
 - vi) Meet with appropriate resource people from the school and its community;
 - vii) Prepare a written report outlining the majority decision of the Committee;
 - viii) Submit the written report to the Director of Education or designate for action on the decision.
- c) Written Report
- The written report, along with a description of any action taken, will be maintained in the Central Office file.
- Copies of the written report are to be filed with:
- i) the person(s) who requested the reconsideration;
 - ii) the principal(s) of each school(s) where Request for Reconsideration of Materials originated.
- d) Appeal Procedure
- The decision of the Reconsideration Committee may be appealed by the complainant to the Huron-Perth Catholic District School Board. The decision by the Huron-Perth Catholic District School Board represents the final forum for review.

REQUEST FOR RECONSIDERATION OF TEXTBOOKS OR OTHER
EDUCATIONAL MATERIALS

INITIATED BY _____

Telephone No. _____ Address _____

Name of School _____

REPRESENTING:

Self _____ Group (give name) _____

Organization (give name) _____

RESOURCE QUESTIONED:

Book: Author _____

Title _____

Publisher _____ Copyright _____

Other Media: Type _____

(periodical, video, computer software, c.d.)

Title _____

Publisher/Producer _____

Please respond to the following questions. If sufficient space is not provided, use back of this form.

1. Have you read (heard, seen) this learning resource completely?

2. Please indicate precisely your objections to this resource. (cite pages, passages, programs, etc.) _____

3. Would you see any elements of this learning resource as being useful in an educational setting? _____

Date _____ Signature _____