

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Educational Services

- Programs and Curriculum

Policy: SELECTION, APPROVAL AND
RECONSIDERATION OF LEARNING RESOURCES

Policy Code: ES-3.3
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The Kawartha Pine Ridge District School Board supports the selection, approval and reconsideration of textbooks and supplementary resources that align with the expectations of the Kindergarten program and the Ontario curriculum for Grades 1-12. The policy is implemented in accordance with the Education Act, Regulation 298, and the Ministry of Education Guidelines for Approval of Textbooks, 2008; supported by the Canadian Charter of Rights and Freedoms and The Ontario Human Rights Code.

1. Guiding Principles for the Selection of Textbooks and Supplementary Resources

1.1 The Board believes:

1.1.1 Intellectual freedom is fundamental to the educational process.

1.1.2 All students have the right to learning resources that promote open inquiry, critical thinking, diversity in thought and expression, and respect for others.

1.1.3 Textbooks and supplementary learning resources must be aligned with the requirements of the Ontario curriculum.

1.2 The following definitions are used in this policy:

1.2.1 A *Textbook* is defined as a comprehensive learning resource that is in print or electronic form, or that consists of any combination of print, electronic, and non-print materials collectively designed to support a substantial portion of the Ontario curriculum. Such a resource is intended for use by an entire class or group of students (Ministry of Education Guidelines for Approval of Textbooks, 2008).

1.2.2 A *Supplementary Resource* is defined as anything other than a textbook, and is a resource that supports only a limited number of curriculum expectations, or the curriculum expectations in a single strand. Such a resource may be intended for use by an entire class or group of students (Ministry of Education Guidelines for Approval of Textbooks, 2008).

1.2.3 The *Trillium List* contains the titles of those textbooks approved by the Minister of Education for use in Ontario schools.

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2. The Ministry of Education revised the Guidelines for Approval of Textbooks in 2008, and it continues to publish the Trillium List. Schools must use the Trillium List (see www.edu.gov.on.ca/trilliumlist/) when selecting textbooks which are defined as comprehensive resources designed to support at least 85% of the curriculum expectations, i.e. core learning resources.
3. Being responsible for the selection and evaluation of supplementary resources, the Kawartha Pine Ridge District School Board has created a Selection Criteria for Learning Resources. The intent of this resource is to support principals and teachers in selecting and evaluating learning resources, including print and electronic (see Administrative Regulation No. ES-3.3.1, Selection, Approval and Reconsideration of Learning Resources, Appendix A). It is the responsibility of principals and teachers to select and approve learning resources that meet the needs of their school community and align with curriculum expectations. Schools are required to use these criteria when selecting and purchasing supplementary resources.
4. **Annual Review of Learning Resources**
 - 4.1 The ordering of supplementary resources is monitored by each principal, who will ensure that selections are made in accordance with Board criteria. The principal or designate must facilitate this process annually by holding a meeting that focuses on the following:
 - 4.1.1 The review of new learning resources being considered for use in accordance with the Selection Criteria for Learning Resources.
 - 4.1.2 Reconsideration of resources that may no longer be appropriate in accordance with the Selection Criteria for Learning Resources.
 - 4.1.3 The development and maintenance of an annual inventory of newly selected and approved learning resources.

By engaging in this selection and review process, schools are better prepared to deal with contentious or sensitive issues, should they arise.

5. **Library Resources – Elementary and Secondary Schools**

While the principal is ultimately responsible for all resources used in the school, the responsibility for the selection and approval of library resources will be assumed by the teacher-librarian, with input from the school staff. Teacher-Librarians receive specialized training in resource evaluation and in the comprehensive development of the library's print and electronic collection.

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- 5.1 The following principles for the selection and approval of school library resources will be used:
- 5.1.1 Library resources will be chosen by using the Selection Criteria for Learning Resources.
 - 5.1.2 When materials are donated, the principal or teacher-librarian will decide to keep or discard the donation based on the Selection Criteria for Learning Resources.
 - 5.1.3 Regular weeding and discarding ensures that the school library collection contains only those resources that are accurate, current, and relevant to the curriculum.

6. General Criteria for Selection and Approval

- 6.1 The criteria outlined below will be applied to the selection, reconsideration and approval of resources. Although not all supplementary resources will meet each of the criteria listed below, it is expected that staff members will exercise their professional judgement and sensitivity when choosing resources.
- 6.1.1 Appropriateness to Program
 - 6.1.2 Suitability for Students
 - 6.1.3 Addressing the Nature and Degree of Bias
 - 6.1.4 Canadian Content and Publication
 - 6.1.5 Quality of Visual and Physical Format
 - 6.1.6 Cost and Durability
 - 6.1.7 Date of Publication

7. Refer to Administrative Regulation No. ES-3.3.1, Selection, Approval and Reconsideration of Learning Resources, to follow the procedures when individuals or groups request the withdrawal of a particular curriculum resource from a class, a school, or the entire school system.