Northeastern Catholic District School Board

SELECTION AND REVIEW OF LEARNING MATERIALS

Administrative Procedure Number: APE011

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 must have opportunities to interact with multiple forms of resource materials so that they may learn, progress, and achieve in the 21st century context.

REFERENCES

Education Act
Guidelines for Approval of Textbooks – Ministry of Education (2008)
School Effectiveness Framework – Ministry of Education (2013)
NCDSB Policy
- B-2 Disposition of Surplus or Obsolete Assets
- B-8 Purchasing
- E-11 Selection and Review of Learning Materials

DEFINITIONS

Textbook
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 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 All textbooks listed by the Ministry of Education in the Trillium List are approved for use in the NCDSB schools unless excluded under the appeal procedures listed below.

3.2 Where a textbook or resource is being proposed which is not listed in the Trillium List, it must be approved by the Superintendent of Education, in advance of its use in the school.

3.3 Once approved, textbooks may continue to be used unless excluded under the appeal procedure listed below.

4.0 RECONSIDERATION/APPEAL PROCEDURES

4.1 The NCDSB recognizes that there may be occasional objections to the appropriateness of learning materials despite the careful selection by professional staff members using a variety of selection aids and services. The following procedures have been formulated to provide a means of considering varying opinions while safe-guarding the principles of the freedom to read, confirm the role of the professional staff as the selectors of learning materials and the role of the NCDSB to approve textbooks or review materials.

i) All concerns are to be referred to the Principal of the school.

ii) The person(s) expressing the concern must confirm their identity.

iii) The reasons for the concern must be clearly identified.

iv) The Principal discusses the reasons with the appropriate staff members.

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 Chief Executive Officer; OR

ii) That the Principal has decided to refer the request for reconsideration to the Chief Executive Officer.

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 Chief Executive Officer.

ii) The Chief Executive Officer is to read, examine and discuss the request for reconsideration with the members of the senior leadership team, program team, and/or other relevant parties.

iii) The Chief Executive Officer will convey the decision to the person(s) who requested the reconsideration and the Principals of each school.

iv) The decision of the NCDSB via the Chief Executive Officer represents the final forum for appeal and review.

6.0 OBSOLETE TEXTBOOKS

Textbooks that become obsolete are to be distributed to interested students, other agencies, Catholic School Councils, and/or other interested parties. Such textbooks are to be identified in some way as “obsolete” (stamped/written).

7.0 RELATED FORMS AND DOCUMENTS

Nil.

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: April 2025