

| Selection of Learning and Library Materials | |
|---|--|
| Adopted: January 30, 1990 | Last Reviewed/Revised: September 19, 2023 |
| Next Scheduled Review: 2026-2027 | |
| Associated Policies & Procedures: II-45 Equity and Inclusive Education | |

Purpose

To approve materials that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student in an atmosphere of faith, while recognizing individual skills and abilities.

Application and Scope

This policy applies to all schools within the Halton Catholic District School Board (HCDSB).

References

[Guidelines for Approval of Textbooks \(2008\)](#)

[The Ministry of Education Trillium List](#)

Principles

- The Halton Catholic District School Board approves learning and library materials that support a quality education which integrates the Catholic faith and the teachings of the Gospel with the school curriculum.
- HCDSB recognizes that both in its content and methodology, inclusive curriculum seeks to recognize our commitment to Catholic values and to affirm the life experiences of all students, regardless of race and ethnicity, gender, place of origin, religion, cultural and linguistic background, social and economic status, sexual orientation, age, and ability/disability.
- HCDSB recognizes that strengthening inclusive and culturally responsive and relevant teaching, curriculum, assessment and resources is essential to promoting student achievement and wellbeing and commits to advance culturally responsive and relevant pedagogy.
- HCDSB and its schools will select appropriate materials that best serve the needs of all students.

- This material will be consistent with the directives of the Ministry of Education and with Catholic values to meet the requirements of the course or subject guidelines for which they are intended.
- Any materials that depict scenes of explicit and/or gratuitous sexual content will not be permitted.

Requirements

Selection of Learning Materials:

- In Secondary Schools each Department Head, in consultation with the teachers in the department and other staff, and subject to the approval of the Principal, selects learning resources for the department's courses of study.
- In Elementary Schools the Principal, in consultation with the teachers in each division, and other staff, selects learning resources for each program area.
- All learning materials for use by schools must be selected under the guidelines set out by the Ministry of Education, the *Trillium list* and "*Guidelines for Approval of Textbooks*" (2008).
- Learning materials which form a major portion of the classroom program must be submitted for approval by Board Resolution as required by the Education Act.

Selection of Library Materials:

- Principals, Vice-Principals, department heads, teachers, librarians and library technicians and students will be responsible for recommending library materials, based on the evaluation criteria as set by the Ministry of Education in "*Guidelines for Approval of Textbooks*" (2008) and in consideration of Policy II-45 Equity and Inclusive Education. Feedback and suggestions from parents and guardians are always welcome.
- Elementary library books *may* be reviewed as needed by a Committee comprising of experts in the field along with other library technicians.
- Secondary library materials *may* be reviewed by Subject Councils, librarians and/or other staff as needed.

Reconsideration of Learning Materials:

- Should a parent/guardian, student, staff or community member question the selection of a particular learning or library material, the Principal shall:
 - acknowledge the concern and inform the appropriate staff.
 - direct the concerned party to complete a Request for Reconsideration of Selection of Learning and Library Materials form.
 - meet with the concerned party and appropriate staff to discuss the situation to arrive at a solution that is acceptable to all parties.

- At the school level the parties may decide to provide an alternative selection for an individual student's use. The Principal will inform the Manager, Library Services of the issue and any resolution.
- If the request to reconsider cannot be successfully resolved at the school level the concerned party will be advised by the Principal of the right to have the unresolved matter deliberated by the Committee for the Review of Materials. If the concerned party wishes to pursue the matter, the Principal will inform the appropriate school staff, the Superintendent of Curriculum Services and the School Superintendent. The concerned party will forward the request form to the Chair of the Committee for the Review of Materials.
- The Committee for the Review of Materials is chaired by the Superintendent of Curriculum Services or another designate and is struck as needed.
- The Committee membership for the review of materials shall include
 - Superintendent of Curriculum Services
 - Religion and Family Life Consultant
 - Literacy Consultant
 - Manager, Library Services
 - a teacher from the appropriate division/department
 - a pastor
 - a parent/guardian representative
 - librarian/library technician
 - a classroom teacher
 - a principal
 - a trustee
 - a staff member from the Office of Human Rights and Equity
 - other support staff (as warranted)
- It should be noted that no member of the school from which the concern arises may be a member of the Committee.
- The Chair of the Committee may also ask to meet at different times, or together, with the complainant and the person who selected the materials or with any other person who may act as a resource to the committee.
- The Committee will review the material, deliberate the concern and make a recommendation, which will be forwarded to the Board.
- The decision regarding the material will be made by the Board and a written notice of the decision will be sent within one month's time to the complainant, the school's Superintendent and the school's Principal who will forward a copy of the notice to the appropriate staff.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

REQUEST FOR CONSIDERATION: SELECTION OF LIBRARY AND LEARNING MATERIALS

You are requesting the review of material presently being used in the Halton Catholic District School Board. Please complete the following form and return it to the principal of your school so that we may adequately respond to your concern.

| | |
|--|---------|
| TITLE: | |
| AUTHOR: | |
| PUBLISHER: | |
| 1. What are your specific objections to this material? <i>(Please refer to specific pages and passages to support your explanation.)</i> | |
| 2. What do you feel might be the result of students reading this material? | |
| Is there anything about this material of which you approve? <i>(Please specify.)</i> | |
| 3. What action are you recommending for this material? | |
| 4. Did you read the material in its entirety? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If not, what parts/pages did you read? | |
| 5. Do you have a recommended alternative for this selection? | |
| 6. Request initiated by: | |
| Address: | |
| Home Telephone: | Work #: |
| Cell #: | Email: |
| Date: | |