



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Date Approved: January 1976	Date of Next Review: November 2021	Dates of Amendments: February 1985 January 21, 1988 June 6, 2006 November 24, 2016
Cross References: Purchasing Policy F.P.01 <i>Consolidating Book Purchase F.P. 02</i> <i>The Trillium List, Ontario Ministry of Education</i> <i>Guidelines for Approval of Textbooks, 2008, Ontario Ministry of Education</i> <i>Education Act, Regulation 298</i>		
Appendix		

Purpose:

To acquire materials that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student aligning with the mission and vision of the Toronto Catholic District School Board in an atmosphere of Catholic faith.

Scope and Responsibility:

This policy applies to all schools within the Toronto Catholic District School Board. The Director is responsible for this policy with the support of the Curriculum and Accountability Department.



POLICY SECTION:	STUDENTS
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POLICY NO:	S.M. 06

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Policy:

Acquisition of instructional and resource materials for the school and its learning resource centre from the assigned school budget is the responsibility of the principal. Selected resource materials must reflect the purpose and objectives of a Catholic school and its distinct educational philosophy. The Board will select appropriate materials that best serve the needs of the students. This material will be consistent with the directives of the Ministry of Education and meet the requirements of the course or subject guidelines for which they are intended.

Regulations:

1. Boards have sole responsibility for the selection and evaluation of supplementary resources to support elementary and secondary programs.
2. Authority and responsibility for materials selection rests with the principal in consultation with the staff and/or the appropriate Board designated curriculum staff.
3. Selection of materials should align with the TCDSB Multi-Year Strategic Plan and reflect the emotional, spiritual and physical maturity of the intended audience, especially when it relates to sensitive and controversial materials.



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POLICY NO:	S.M. 06

4. Materials selection is guided by:
 - (a) a knowledge of positive Christian attitudes and values as an essential component in Catholic education;
 - (b) a knowledge of curriculum guidelines as developed by the Ministry of Education and the Toronto Catholic District School Board;
 - (c) a knowledge of the community served - its academic needs, interests and abilities;
 - (d) an ability to identify, analyze and judge bias, prejudice, stereotype and the mission of pluralism, commonalities and diversity in materials;
 - (e) a knowledge of recommended listings and/or reviews of materials to assure accurate content and relevance.
5. Priority will be given to materials written by Canadians and produced in Canada where appropriate to curricular needs.
6. Selection will be guided by an inherent respect for the copyright of materials. All Toronto Catholic District School Board employees will abide by the Copyright Act.
7. Learning materials, borrowed or rented, must be previewed and conform to this policy. They may not be used if the acquisition contract specifically prohibits school use.
8. Illegal, or "pirated", copies of materials may not be used in schools.
9. The Curriculum and Accountability Department will issue guidelines, updated from time to time, to assist schools in the selection and acquisition of learning resource materials.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

10. The Board may acquire and distribute other resource materials from other funds consistent with these regulations.

Book Purchases

11. The purchase of library books and textbooks may be exempted from the tender procedure.

12. All textbook purchases shall be subject to the requirements of The Trillium List.

13. All book distributors will be considered as potential sources of supply for school libraries.

14. All other factors being equal, preference will be given to "Canadian Made" products.

15. Purchasing principles, as outlined in Policy F.P.01, Purchasing, will apply to the purchase of books.



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Definitions:

Textbook

A comprehensive learning resource that is in print or electronic form, or that consists of any combination of print, electronic, and nonprint 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. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)

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, spelling programs, dictionaries, atlases, and computer software and instructional guides. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)



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Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. The Curriculum and Accountability Department will monitor requests regarding appropriate texts for use in schools that meet curriculum expectations.
2. The Curriculum and Accountability Department will share with Trustees upon request a compilation of recommended texts approved centrally that meet the requirements that have been shared with schools.