



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	November 5, 2007
POLICY NAME:	Selection of Learning Materials and Resources	LAST REVISED:
POLICY NUMBER:	R.GSA.E.21	November 5, 2007

1. The term “learning materials and resources” shall refer to any audio or visual material with instructional content that is used for formal or informal teaching or learning purposes.
 - 1.1 Learning materials and resources shall include, print material: textbooks, library books, magazines, newspapers, pictures, diagrams, maps, charts, etc.
 - 1.2 Learning materials and resources shall include, non-print material: videotapes, films, filmstrips, slides, audiotapes, compact disks; DVDs, electronic resources, e.g. CD-ROMs, computer programs, Internet resources, etc.
 - 1.3 Learning materials and resources shall include presentations, concerts, and performances that students attend.
2. The authority and responsibility for the acquisition of learning materials and resources within the school rests with the principal in consultation with the school librarian, technicians, department heads and other instructional staff. Selected resource materials must reflect the purpose and objectives of a Catholic school and its distinct educational philosophy.
3. The selection of materials shall reflect the emotional and physical maturity of the intended student audience, especially when it relates to sensitive and controversial materials.
4. Resource selection is guided by:
 - a knowledge of positive Christian attitudes and values as an essential component in Catholic education;
 - a knowledge of curriculum guidelines as developed by the Ministry of Education and the Wellington Catholic District School Board;
 - a knowledge of the community served - its academic needs, interests and abilities;
 - an ability to identify, analyze and judge bias, prejudice, stereotype in materials;
 - a knowledge of recommended listings and/or reviews of materials to assure accurate content and relevance.
5. All learning materials and resources 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” (2002).
6. Principals, vice-principals, department heads, teachers, librarians and library technicians will be responsible for the procurement of library materials, based on the evaluation criteria as set by the Ministry of Education in “Guidelines for Approval of Textbooks” (2002).

7. Priority will be given to materials written by Canadians and produced in Canada where appropriate to curriculum needs.
8. Selection will be guided by an inherent respect for the copyright of materials. All Wellington Catholic District School Board employees will abide by the Copyright Act.
9. Instructional resources, borrowed or rented, must be previewed and conform to this policy. They may not be used if the acquisition contract specifically prohibits school use.
10. Illegal, or "pirated", copies of materials may not be used in schools.
11. The Program Department will issue guidelines, updated from time to time, to assist schools in the selection and acquisition of learning resource materials.
12. The Board may acquire and distribute other resource materials from other sources consistent with these regulations.

Consideration of Review of Approved Learning Materials and Resources

13. It may occur that the selection of a particular learning or library material may be questioned by a parent/guardian, student, staff or community member. In such a case 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. (Appendix A)
 - meet with the concerned party and appropriate staff to discuss the situation in order 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 Superintendent of Education of the issue and any resolution.
14. 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 and the Superintendent of Education. The concerned party will forward the request form to the Chair of the Committee for the Review of Materials.
 - 14.1 The Committee for the Review of Materials is chaired by the Superintendent of Education or designate and is convened as necessary.
 - 14.2 The Committee membership for the review of materials shall include;
 - a) Superintendent of Education or designate
 - b) Manager of Academic Affairs
 - c) Program Consultant
 - d) a teacher from the appropriate division
 - e) a pastor
 - f) a parent council representative
 - g) librarian/library technician
 - h) a principal
 - i) a trustee
 - j) 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 for the Review of Materials.

15. The Chair of the Committee may 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.
16. The Committee will review the material, deliberate the concern and make a recommendation which will be forwarded to the Board.
17. 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.