



## YORK CATHOLIC DISTRICT SCHOOL BOARD

Policy No: 608	Section: Administration
Approved:	August 26 <sup>th</sup> , 1980
Revision Date:	May 1993
Revised:	May 2003
Implementation:	Director of Education

### **POLICY:**

### **SELECTION AND APPROVAL OF TEXTBOOKS**

In accordance with The Education Act and Regulations of Ontario and the guidelines set out in the Trillium List, it is the policy of this Board to approve, by Board resolution, the use of titles contained in the Trillium List.

In the case of those subjects where the Trillium List does not list titles in specific grades, textbooks and other supplementary resources, selected by the principals in consultation with the teachers/subject councils, using updated Elementary and Secondary Resource Lists and any other specifics given centrally, may be approved by the Director or designate.

The approval of all textbooks and supplementary resources will be subject to Board procedures, the teachings of the Church and principles of equity which acknowledges the diversity of the human experience and the dignity and worth of all persons regardless of age, gender, race, ethnicity, religion, class, ability and lifestyle.

### **CROSS REFERENCE**

- Procedure: Selection of Textbooks for Use in Schools - Revised: May 2003
- The Education Act:
  - Selection and Approval
  - 8(1) 4, 5, 6, 7,
  - Board, Duty re. provision 170 (13)
  - Duty of Teacher 264(1) (k)
  - Duty of Principals 287.1(1)
- Regulation 298 – Section 7
- Guidelines for Approval of Textbooks
- O.S.S.
- Equity Binder
- Updated YCDSB Elementary & Secondary Resource Lists
- Valuing Diversity: A Framework for Equity in the Curriculum
- [www.edu.gov.on.ca/trilliumlist](http://www.edu.gov.on.ca/trilliumlist)

# **PROCEDURE**

## **Selection of Textbooks for Use in Schools**

### **Preamble**

- Texts and teachers guides represent 85% coverage of Ontario Curriculum Expectations;
- Selection process at Board or school level will be a collaborative process;
- Any centrally approved lists, such as the Updated Resources Lists, will constitute appropriate resources;
- Textbooks used in courses are listed in the course outline. The course outline is available at all our secondary schools.

### **Definitions**

Text: A comprehensive resource designed to support a substantial portion of the Curriculum Expectations.

Supplementary Resources: Novels, Reading Series etc.

## **1. Selection of Textbooks**

The Principal shall select the textbooks for school use from:

- i) the textbooks listed in the Trillium List,
- ii) the list of textbooks in the YCDSB Resource Lists;
- iii) Where no central recommendation has been made available, Principals will submit titles to the Superintendent of Curriculum & Assessment.

## **2. Approval of Textbooks not covered by the Trillium List or YCDSB Resource Lists**

When a Principal wishes to use a textbook not covered by the Trillium List or the YCDSB Resource Lists, the Principal shall forward a copy of the textbook/resource and the description of the course with Form TCH40A, Request for Textbook Approval, to the Superintendent of Curriculum & Assessment by March 15<sup>th</sup> for use in the following school year. The Superintendent of Curriculum & Assessment shall review with appropriate staff. Notice of the Superintendent's decision will be given to the Principal.

## **3. Appeal Process – Textbooks not covered by the Trillium List or YCDSB Resource Lists**

The Board requires Principals to provide an appeal procedure to parents or students filing objections.

A concern may be raised about a textbook because of possible controversy about the material, to acquire information regarding its value to a curriculum, to inquire about its treatment of equity issues, etc. A concern may also be raised if individuals or groups object to the textbook/resource on the basis of its potential negative impact on learners.

Concerns may be raised by educators, community groups, parents/guardians and students.

An informal resolution should be sought at the school level before formally raising the concern.

If there is no informal resolution Form TCH40B should be submitted to the Superintendent of Schools.

A final review would take place with the applicant, Superintendent of Schools and the Superintendent of Curriculum and Assessment.

If there is still no resolution the applicant may be granted a further hearing involving the Director of Education and Chair of the Board. The decision of this hearing is final.



## PRINCIPAL REQUEST FOR TEXTBOOK APPROVAL

(To be completed when requesting approval to use textbooks not included in the Trillium List or YCDSB Resource Lists)

1. Title of Textbook: \_\_\_\_\_
2. Author: \_\_\_\_\_ List Price: \_\_\_\_\_
3. Publisher: \_\_\_\_\_ Publication Date: \_\_\_\_\_
4. Canadian Distributor: \_\_\_\_\_
5. Course for which textbook is intended: \_\_\_\_\_
6. Ministry Guideline: \_\_\_\_\_
7. Reason for Request (check appropriate square(s)):  
 Locally Developed Course: Ministry approval pending or received.  
 Titles listed in the Trillium List not suitable.  
 Titles on YCDSB Resource Lists not suitable.
8. This textbook has been reviewed and accepted by the appropriate subject council  
 Yes                       Not applicable
10. This textbook has been reviewed using the criteria outlined in Guideline on Equity in Learning Materials by:  
 Department Head     Curriculum Co-ordinator     Equity Consultant
11. Attach a short précis outlining the merits of the textbook

Signature:    Principal \_\_\_\_\_

Principal to note that this book is age appropriate; and supports the teachings of the Roman Catholic faith.

Date Submitted  
To Superintendent \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF THE BOOK/RESOURCE**

York Catholic District School Board



**APPEAL PROCEDURE  
FOR THE USE OF A TEXTBOOK/RESOURCE**  
(To be completed by person issuing the appeal)

This form with relevant attachments to be sent to: Superintendent of Schools

Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of school: \_\_\_\_\_

The applicant represents:  self  organization or group

Name of group: \_\_\_\_\_

Title of Textbook/Resource under consideration: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

1. Rationale (specific objections) for removal of textbook/resource. (Add extra pages, if necessary)  
\_\_\_\_\_  
\_\_\_\_\_

2. Outcome of the conference with Principal and educator(s) about your concern(s).  
\_\_\_\_\_  
\_\_\_\_\_

3. If it is a passage you are challenging in the textbook does this eliminate the educational value of the textbook?  
\_\_\_\_\_  
\_\_\_\_\_

4. What solutions/strategies would you consider to resolve this issue?  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_