



## **ADMINISTRATIVE PROCEDURE – 508-1**

### **Selection and Reconsideration of a Learning Resource**

Area: Academic Services  
Policy Reference: Superintendent of Academic Services

Approved: November 18, 2002  
Revised:

#### **1. Purpose**

The purpose of this administrative procedure is to support PO508 Selection and Reconsideration of a Learning Resource by providing a process and framework for the selection and reconsideration of a learning resource.

~~The Board recognizes that occasional objections to the appropriateness of learning resources may arise, despite the careful selection of such materials by Board professional staff. The preferred method of resolution of such issues is through informal dialogue between the Principal and the individual who has identified the concern. In the event that this process does not resolve the matter, a formal resource reconsideration can be initiated using the procedure identified below.~~

#### **2. Definitions**

Nil

#### **3. Procedures**

##### **3.1 Selection of Learning Resources**

3.1.1 It is the responsibility of superintendents, principals and educators to select and approve learning resources that meet the needs of their community and align with curriculum expectations. Staff are required to use the following criteria when selecting and purchasing supplementary resources:

- a) Trillium List (see [www.edu.gov.on.ca/trilliumlist/](http://www.edu.gov.on.ca/trilliumlist/)) when selecting textbooks which are defined as comprehensive resources designed to support at least 85% of the curriculum expectations, i.e., core learning resources.

- b) Framework for the Selection of Culturally Responsive and Relevant Learning Resources (See Appendix 1).
- c) The selection and evaluation of supplementary resources for Indigenous Education is outlined in PO516 First Nation, Métis and Inuit Education Framework Policy.

### 3.2 Selection of Library Resources – Elementary and Secondary Schools

- 3.2.1 While the principal is ultimately responsible for all resources used in the school, the responsibility for the selection of library resources will be assumed by the teacher-librarian, with input from the school staff. Teacher-Librarians receive specialized training in resource evaluation and in the comprehensive development of the library's print and electronic collection.
- 3.2.2 Library resources will be selected by using the Framework for the Selection of Culturally Responsive and Relevant Learning Resources.
- 3.2.3 When materials are donated, the principal or teacher-librarian will decide to keep or discard the donation based on the Framework for the Selection of Culturally Responsive and Relevant Learning Resources.
- 3.2.4 Regular review and discarding ensures that the school library collection contains only those resources that are accurate, current, culturally responsive and relevant to the curriculum.

### 3.3 Reconsideration of Learning Resources

- 3.3.1 DCDSB recognizes that occasional concerns to the appropriateness of learning resources may arise, despite the careful selection of such materials by DCDSB staff. The preferred method of resolution of such issues is through informal dialogue between the Principal and the individual who has identified the concern. If this process does not resolve the matter, a formal resource reconsideration can be initiated using the procedure identified below.
- 3.3.2 ~~Requests for reconsideration of a learning resource shall be made to the principal of the school. Initial attempts to resolve the specific learning resource issues will be made on an informal basis between the principal and the individual(s) making the request.~~
- 3.3.3 ~~Should informal attempts to resolve the specific concern be unsuccessful, individuals have the option of making a formal request for reconsideration of the learning resource.~~
- 3.3.4 ~~The formal process for reconsideration of a learning resource is outlined in the related administrative procedure. This process will involve a review of the resource by selected curriculum consultants within the Academic Services department and school staff under the direction of the Superintendent of~~

Education—Academic Services. A recommendation will be formulated by this group and forwarded to the Director of Education who will make a final decision in the matter.

a) School Level

- i. A request to reconsider a learning resource must be made to the Principal of the school.
- ii. The Principal will attempt to resolve the issue informally. As part of this process, the Principal may consult with appropriate in-school staff (e.g., teacher, teacher-librarian, curriculum chair) and/or Board level personnel (e.g., Program Academic Services Consultant).
- iii. A formal process for reconsideration will be initiated should informal attempts to resolve the issue be unsuccessful. At this point, the parent will be asked to complete a “Request for Reconsideration of Learning Resources Form” (Form 7010-AF508-1A).
- iv. The Principal will consider all documentation and will make a decision regarding the suitability of the learning resource in question and communicate the decision to the person making the request for reconsideration.
- v. Should a parent wish to appeal this decision, the matter will then be referred to the Superintendent of Education – Program Academic Services. All documentation regarding this request will be forwarded to the Superintendent for consideration.

b) Board Level

- i. The Superintendent will appoint and chair a committee to review the resource and consider the objection. This committee shall consist of, but not be limited to, an Program Academic Services Consultant, Teacher-Librarian, subject specialist where appropriate, and the Principal of the school.
- ii. The committee will review all documentation gathered in relation to the resource in question and evaluate the resource based on the criteria identified in the Framework for the Selection of Culturally Responsive and Relevant Learning Resources Selection and Reconsideration of Learning Resources Policy and will forward a recommendation to the Director of Education.
- iii. The Director or designate will make a final decision regarding the reconsideration of the resource in question. The Director or designate will communicate this decision to the person making the request for reconsideration, and to the system as appropriate.

## **4. Sources**

- 4.1 Regulation 298, Operation of Schools – General, Section 7, Subsections 1-4
- 4.2 Guidelines for Approval of Textbooks (2008)
- 4.3 Ministry of Education “Trillium List” <http://www.trilliumlist.ca/>
- 4.4 PPM157: Use of Copyright Materials in Education
- 4.5 Truth and Reconciliation Report (2015)
- 4.6 Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- 4.7 Ontario Human Rights Code
- 4.8 Education Act

## **5. Appendices**

- 5.1 Appendix 1 - Framework for the Selection of Culturally Responsive and Relevant Learning Resources
- 5.2 Appendix 2 - Request for Reconsideration of Learning Resources Form (AF508-1A)

## **6. Related Policies and Administrative Procedures**

- 6.1 Selection and Reconsideration of a Learning Resource Policy (PO508)
- 6.2 Anti-Racism Policy (PO200)
- 6.3 Responding to Incidents of Racism and Discrimination Administrative Procedure (AP200-1)
- 6.4 Equity and Inclusive Education Policy (PO216)
- 6.5 Equity and Inclusive Education Administrative Procedure (AP216-1)
- 6.6 Religious Accommodation Administrative Procedure (AP216-2)
- 6.7 Accessibility Policy (PO434)
- 6.8 Accessible Information and Communications Administrative Procedure (AP434-8)
- 6.9 Copyright Policy (PO439)
- 6.10 Copyright Administrative Procedure (AP439-1)
- 6.11 First Nation, Métis and Inuit Education Framework Policy (PO516)
- 6.12 First Nation, Métis and Inuit Education Framework Administrative Procedure (AP516-1)
- 6.13 Catholic Curriculum and Education Policy (PO517)
- 6.14 Catholic Curriculum and Education Administrative Procedure (AP517-1)
- 6.15 Family Life Education and the Fully Alive Program Administrative Procedure (AP517-2)