

Policy Manual – Administration

A.07 Selection of Learning Materials and Resources

Policy Statement

The Hamilton-Wentworth Catholic District School Board recognizes the importance of providing learning materials that best promote the mission and purpose of Catholic education. The Board requires that the selection of learning materials is consistent with the general educational goals of the Ministry of Education in Ontario and supportive of the distinctive character/dimension of Catholic education as outlined in the Board's Mission and Vision statement.

To achieve this policy, learning materials shall be selected to:

- Provide a variety of material formats in print **and non-print** that will enrich and support the curriculum, taking into consideration, our Catholic values and the varied interests, abilities, maturity levels and learning styles of students;
- Provide materials that will stimulate growth in knowledge and creativity; develop literary, cultural and aesthetic appreciation; spiritual and religious values and ethical standards;
- Provide relevant information that will enable students to make intelligent judgments within the social, ecological, political, and religious contexts of today;
- Provide materials that are representative of the perspectives **of Indigenous people** and ethnic and cultural groups and their contributions to Canada's heritage;
- Where appropriate, recognize Canada's two official languages; and
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to ensure a comprehensive collection appropriate for the users of the **Library** Learning Commons.

Learning materials are defined as any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes, co-instructional activities and events.

Learning materials/resources include:

- a) **Required learning resources: instructional materials acquired for student use as a significant portion of one or more areas of the curriculum**
- b) Print material: textbooks, library books, magazines, newspapers, pictures, photographs, diagrams, maps, charts, etc.;
- c) Non-print material: DVDs and digital resources, including e-books, streaming videos and online databases and tools; and,
- d) Community resources/materials: Subject to the approval of the principal, community groups or organizations may promote or make available displays,

presentations, special programs and materials to students, provided the above meets identified criteria for educational content and quality. **Purpose**

The purpose of this policy is to define the philosophy, criteria and general procedures to be followed by the groups that function as agents of the Board for acquiring print and **non-print learning** materials for instructional program, the learning process and when there is a reconsideration of a learning resource. **Details of the requirements are outlined in the Selection of Learning Materials and Resources Procedure.**

Responsibility

The legal responsibility for the selection of learning materials rests with the Hamilton-Wentworth Catholic District School Board.

Regulations

- **Ministry of Education's Guidelines for Approval of Textbooks**
<http://www.edu.gov.on.ca/trilliumlist/guide.pdf>
- **Ministry of Education Trillium List** www.edu.gov.on.ca/trilliumlist
- Education Act - R.R.O. 1990:
 - Reg. 298: Operation of Schools – General – Section 7 (SS. 1-4)
 - Chapter E.2 – Part I – Section 8(1), par. 4, 5, 6, 7, 23
 - Part VI – Section 170(1), par. 13 & Section 171(1), par. 31.1
 - Part X – Section 264(1), par. k & Section 265(1), par. h

Related Policies

S.22 – Copyright – Fair Dealing Guidelines

S.15 – Internet – Acceptable Use Policy for Schools

Related Board Committee - Student Achievement and Well-Being

Policy Review Date

BM Original Policy Approved 07 October 1986

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To be reviewed every three years