



**REQUEST FOR CONSIDERATION: SELECTION OF LIBRARY AND LEARNING MATERIALS**

You are requesting the review of material presently being used in the Halton Catholic District School Board. Please complete the following form and return it to the principal of your school so that we may adequately respond to your concern.

TITLE: \_\_\_\_\_ AUTHOR: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

1. What are your specific objections to this material? *(Please refer to specific pages and passages to support your explanation.)*

\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of students reading this material?

\_\_\_\_\_  
\_\_\_\_\_

2a. Is there anything about this material of which you approve? *(Please specify.)*

\_\_\_\_\_  
\_\_\_\_\_

3. What action are you recommending for this material?

\_\_\_\_\_  
\_\_\_\_\_

4. Did you read the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, what parts/pages did you read? \_\_\_\_\_

5. Do you have a recommended alternative for this selection?

\_\_\_\_\_  
\_\_\_\_\_

6. Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work#: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

SELECTION OF LEARNING  
AND LIBRARY MATERIALS

POLICY NO.:	II-25
DATE :	January 30, 1990
AMENDED :	June 1991
AMENDED :	June 24, 1997
AMENDED :	JUNE 5, 2007

**REQUIREMENTS ... continued**

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

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.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration Staff, Principals and Staff

AUTHORIZED BY: Alan Bailey  
Chair of the Board

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**REQUIREMENTS ... continued**

- Elementary library books *may* be reviewed by the Book Review Committee that will be established, on an annual basis, by the Manager, Library Services.
- Secondary library materials *may* be reviewed by each Subject Council and/or other support staff. Appropriate materials will be determined and a recommended list will be compiled. Principals will use this list to assist in the selection of materials.

**(c) RECONSIDERATION OF LEARNING MATERIALS:**

- 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. It is their right to do so.
- 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.
  - ▶ 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 Manager, Library Services of the issue and any resolution.*

- 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, the Superintendent of Curriculum Services and the School Superintendent. The concerned party will forward the request form to the Chair of the Committee for the Review of Materials.
- The Committee for the Review of Materials is chaired by the Superintendent of Curriculum Services or another designate *and is struck as needed.*
- The Committee membership for the review of materials shall include
  - Superintendent of Curriculum Services
  - Religion and Family Life Consultant
  - *Manager, Library Services*
  - a teacher from the appropriate division
  - a pastor
  - a parent representative
  - other support staff (as warranted)
  - *librarian/library technician*
  - a classroom teacher
  - a principal
  - a trustee

It should be noted that no member of the school from which the concern arises may be a member of the committee.

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**PURPOSE**

To approve materials that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student in an atmosphere of faith, while recognizing individual skills and abilities.

**APPLICATION & SCOPE**

This policy applies to all schools within the Halton Catholic District School Board.

**PRINCIPLES**

The Halton Catholic District School Board approves learning and library materials that support a quality education which integrates the Catholic faith and the teachings of the gospel with the school curriculum.

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.

**REQUIREMENTS****(a) SELECTION OF LEARNING MATERIALS:**

- In Secondary Schools each Department Head, in consultation with the teachers in the department and other support staff and subject to the approval of the Principal, selects learning resources for the department's courses of study.
- In Elementary Schools the Principal, in consultation with the teachers in each division, and other support staff, selects learning resources for each program area.
- All learning materials 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)*.
- Learning materials which form a major portion of the classroom program must be submitted for approved by Board Resolution as required by the Education Act.

**(b) SELECTION OF LIBRARY MATERIALS:**

- Principals, vice-principals, department heads, teachers, librarians and *library technicians* will be responsible for recommending library materials, *based on the evaluation criteria as set by the Ministry of Education in "Guidelines for Approval of Textbooks" (2002)*.