

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 280**

SUBJECT: TEXTBOOKS AND OTHER RESOURCE MATERIALS

Legal References: *Education Act Section 264 Duties of Teacher: Textbooks; Section 265 Duties of Principal: Textbooks; Ontario Regulation 298 Operation of Schools Section 7 Textbooks; Section 11 Duties of Principals - Supervise Instruction; Ontario Curriculum Grades 1-8; Ontario Secondary Schools Grades 9-12; Trillium List*

Related References: *Administrative Procedure 142 Religious Accommodations; AP 204 Program Planning; AP 208 The Design of Board Documents*

1. Definitions

- 1.1 “Textbook” is defined as a comprehensive learning resource that is in print or electronic form, or that consists of any combination of print, electronic, and non-print materials collectively designed to support a substantial portion of the Ontario curriculum for a specific grade and subject in elementary school or for a course in secondary school. Such a resource is intended for use by an entire class or group of students.
- 1.2 “Supplementary” resources are defined as resources that support only a limited number of curriculum expectations, or the curriculum expectations in a single strand, outlined in the curriculum policy document for a specific subject or course. Such a resource may be intended for use by an entire class or group of students. Examples are readers, novels, spelling programs, dictionaries, atlases, and computer software and instructional guides.

2. Procedures for Textbook Approval

- 2.1 Each school, under the direction of its principal, shall use the following procedures when approval is sought from the director of education for the inclusion of a textbook intended to be used in a course of study:
- 2.2 For courses other than English Literature/Language Arts and for which no textbook is listed in the Trillium List, a list showing course, title, author, publisher, and price for each book will be submitted by the principal to the designated superintendent of education.
- 2.3 The Trillium List replaces Circular 14, 1995 and the 1997 electronic supplement to Circular 14, 1995. The Trillium List will be updated regularly and is available on the Ministry of Education website, at <http://www.edu.gov.on.ca>.
- 2.4 For courses in English Literature/Language Arts, Form 280A Request for Textbook Use, will be submitted with a copy of the book by the principal to the designated superintendent of education.
- 2.5 The superintendent of education will take to the Executive Council; lists submitted under 2.2 and 2.4 of this procedure, which will be tabled at such meeting.

- 2.6 The director of education, after determining that Executive Council is satisfied that the textbooks listed are appropriate for the topic to be taught, and the age and/or grade level of the student, shall approve the list of textbooks. If the Executive Council finds a text unsuitable for inclusion on the recommended list, the Council will provide reasons for the rejection in writing to the principal.
- 2.7 These procedures have been developed in the belief that they should provide equally for:
- 2.7.1 The professional judgments of educators in formulating programs to meet legitimate educational objectives which have been formulated in accordance with Ministry of Education guidelines; and
- 2.7.2 The legitimate moral concerns of parents/guardians and students, as they may perceive them.
- 2.8 The following statement shall appear in each school handbook of course descriptions:

***Avon Maitland District School Board Textbook
and Resource Material Selection Procedure***

“A list of textbooks and other course materials are available upon request to the principal. Requests for substitution must be made in writing to the principal well in advance of the date the textbook or material is to be used. Course information sheets are provided to students at the beginning of each course. Parents are advised to review the course content with the student. Concerns should be brought to the attention of the principal.”

- 2.9 All inquiries or concerns related to the use of any textbook or other resource materials are to be referred to the principal of the school where the textbook or material is used.
- 2.10 Form 280B Request for Reconsideration of Textbooks, Library Materials, or Resource Materials is to be sent to or given to the complainant for completion and submission to the school principal.
- 2.11 The principal will arrange with the complainant and, where appropriate, the teacher to discuss the complainant’s point of view and the school rationale for using the textbook, library materials or other resource materials.
- 2.12 If the complainant is still not satisfied, the principal must offer a substitute book or assignment. Such substitutions are to be handled promptly, and routinely. The student is to be offered not only another title, but also an alternative teacher-directed unit of study, and evaluation without recrimination.
- 2.13 Where it is not considered possible to offer a substitute book or assignment but the complainant insists on a substitution, the principal shall advise the parent of the right to appeal to the Executive Council by notifying the superintendent of education.
- 2.14 The Executive Council shall hear the complaint and may, if it so chooses, request the principal to be in attendance. Such hearing(s) will be conducted in closed session. At the conclusion of the hearing of the Executive Council, the director of education shall make the final decision.