



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP370.0, Required Learning Media

Application

Procedure #NP370.0, Required Learning Media addresses process for approval of learning resources that are required for curriculum implementation and for student learning.

Stakeholder Groups with Responsibilities Under this Policy

- Director of Education
- Superintendents of Schools
- Principals
- Teachers
- Learning Resource Services
- Parents

Relationship to Board priorities

Summary of why and how this policy and/or procedure fits into and supports Board priorities

Implementation Timelines

Immediately

Summary of Changes

<p>Overview of Major Changes to the Document</p>	<p>Addition of Superintendent of Schools to signing authority for required learning media.</p> <p>Clarification of roles and process.</p>
<p>Who is affected by these changes and what is the impact on current practice?</p>	<ul style="list-style-type: none"> • Superintendent of Schools – review and signing authority • Superintendent of Curriculum and Instructional Services – review of resources where concerns are expressed • Principals – need to review request with Superintendent of Schools • Teachers – need to help Principal and Superintendent of Schools understand resource and any concerns or issues
<p>Feedback, Timelines and Next Steps</p>	<p><u>RECOMMENDATION FOR CONSIDERATION BY THE POLICY AND PROCEDURE REVIEW COMMITTEE AT ITS JANUARY 28, 2014 MEETING AND RATIFICATION BY SENIOR TEAM AT THE FEBRUARY 4, 2014 MEETING</u></p> <p>That in accordance with Board Policy #285.0, Board Policies, Procedures and Supporting Documents, Working Document Procedure #NP370.0, Required Learning Media be circulated to the system for comment for six school months.</p>

COMMUNICATION PLAN:

If approved at the February 4, 2014 Senior Team Meeting, this procedure will be posted and adopted by the system as a Working Document on February 6, 2014. Comments will be received for six school months and will be considered by the Policy and Procedure Review Committee in October 2014.

The following information will be included in the weekly summary,

Procedure #NP370.0, Required Learning Media addresses process for approval of learning resources that are required for curriculum implementation and for student learning

Superintendent of Schools are now required to review and sign requests for required learning media. Principals and teachers are now required to provide support to the superintendent of schools with regard to making decisions on required learning media. The Superintendent of Curriculum and Instructional Services is responsible for reviewing resources where concerns have been expressed.

Questions regarding the content of the *Required Learning Media* policy should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact Kathy Witherow, Superintendent of Curriculum and Instructional Services.

In accordance with *Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#)*, the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, it is most helpful if you **outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable, the reason(s) for your concern(s) and also suggest specific alternate wording to reflect your position.**

Specific recommendations should be submitted via e-mail to policy.committee@yrdsb.ca, or to the attention of the Assistant Manager, Board and Trustee Services by fax at 905-727-3984 or in hard copy at the following mailing address:

*York Region District School Board
The Education Centre – Aurora
Attention: Assistant Manager, Board and Trustee Services
60 Wellington Street West, Box 40
Aurora, ON L4G 3H2*

	Questions about the policy and procedure review process can be directed to the Assistant Manager, Board and Trustee Services at policy.committee@yrdsb.ca or 905-727-0022 extension 2217.
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Document History and Previous Versions

Approved 2008

Replaces:

Policy 370.0, Required Learning Media (Textbooks), Revised 2003

Standing Memo 198, Ministry Guidelines for Textbook Approval

Standing Memo 207, Approval of Curriculum Software

Working Document February 20141

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



WORKING DOCUMENT

Board Procedure #NP370.0 Required Learning Media Document Integration Project Format

This procedure outlines the steps for the approval of required learning media.

Definitions

Non-Required Learning Media

Non-required learning media are print materials, computer software and/or audio-visual resources purchased for optional student use, occasional short-term use or independent study. They are not considered to be required learning media and require principal approval only.

Required Learning Media

Required learning media are instructional resources that are purchased for student use for a significant portion of one or more program areas. These resources include print materials, computer software, and/or audio-visual resources. Required learning media that are not Ministry-approved must receive approval from the principal and superintendent of schools before they may be purchased for student use.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the *Required Learning Media* procedure.

Senior Team shall:

- review and determine the appropriate course of action when unresolved concerns about learning media are brought forward.

Superintendent of Curriculum and Instructional Services shall:

- ensure that required learning media are reviewed in accordance with the [Selection Procedures for Learning Resources: A Guide to Equity](#);
- provide Senior Team and the Board of Trustees with a the list of new recommended required learning media once a year for their information; and
- refer unresolved concerns about learning media to Senior Team for review.

Superintendents of Schools shall:

- review the [Request for Approval Form](#) in consultation with the principal;
- send approved [Request for Approval Form](#) to the principal and the Required Learning Media Support Group; and
- when concerns about learning media are brought forward;
 - work with parent(s)/guardian(s), staff members and the principal as needed to resolve the issue,
 - refer unresolved concerns to the Superintendent of Curriculum and Instructional Services, and
 - ensure the Required Learning Media Support Group is aware of any changes to approved learning media.

Curriculum and Instructional Services *shall*:

- maintain the Required Learning Media database; and
- when unresolved concerns about learning media are brought forward, review the resource in question and refer to the Superintendent of Curriculum and Instructional Services.

Administrator, Learning Resource Services shall:

- ensure the Required Learning Media database is maintained; and
- prepare reports for Senior Team and Board of Trustees, as required.

Principals shall:

- review required learning media recommendations in accordance with the [Selection Procedures for Learning Resources: A Guide to Equity](#) and the [Ministry Guidelines for Approval of Textbooks](#);
- submit the completed [Request for Approval Form](#) to the superintendent of schools for review;
- upon approval, collaborate with staff members to purchase the resource(s), in accordance with [Board Procedure #NP161.0 Purchasing](#);
- inform parents/guardians and staff members of the right to request an alternative resource or program option;
- when concerns about learning media choice(s) are brought forward,
 - determine the appropriate course of action in discussion with teachers, parent(s)/guardian(s) and/or superintendent of schools, as required, and
 - where concerns remain unresolved, refer issue to superintendent of schools; and
- consider requests and give final approval for non-required learning media in accordance with the [Selection Procedures for Learning Resources: A Guide to Equity](#) and the [Ministry Guidelines for Approval of Textbooks](#).

Staff Members shall:

- identify required learning media in accordance with the [Selection Procedures for Learning Resources: A Guide to Equity](#) and the [Ministry Guidelines for Approval of Textbooks](#);
- for required learning media, submit completed [Request for Approval Form](#) to the principal for approval;
- for non-required learning media, submit requests to the principal for approval;
- upon approval, collaborate with the principal to purchase the resource(s), in accordance with [Board Procedure #NP161.0 Purchasing](#);
- refer concerns about learning media choice(s) to the principal; and
- collaborate with the principal to discuss concerns about learning media choice(s) with parent(s)/guardian(s) and/or staff members as required to determine the appropriate course of action.

Parents/Guardians shall:

- understand their right to request alternative resources as determined by the [Selection Procedures for Learning Resources: A Guide to Equity](#) and the [Ministry Guidelines for Approval of Textbooks](#); and
- discuss any concerns about learning media choice(s) with the principal and school staff members.

Department

Curriculum and Instructional Services

Procedure History

Approved 2008

Replaces: Policy 370.0, Required Learning Media (Textbooks), Revised 2003

Standing Memo 198, Ministry Guidelines for Textbook Approval

Standing Memo 207, Approval of Curriculum Software

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