



ADMINISTRATIVE PROCEDURES

APPROVAL, REDISTRIBUTION AND DISPOSAL OF TEXTBOOKS (Policy Statement: Approval, Redistribution and Disposal of Textbooks)

Purpose

To provide guidance to schools for the selection, redistribution, or disposal of textbooks (paper and/or digital), including Bibles.

References

The Education Act and Regulations

Guidelines for Approval of Textbooks (2006)

[United Nations Sustainable Development, Ensure Sustainable Consumption and Production Patterns](#)

[United Nations Sustainable Development, Climate Action](#)

Procedures

1. Approval, Redistribution and Disposal of Textbooks

- 1.1 Resources purchased for student use must be chosen from the Ministry of Education or Board list of approved textbooks (paper and/or digital). Resources, which have been developed since the publication of these lists, must be evaluated against the criteria outlined below.
- 1.2 Teachers or school administrators at the Board or school level may conduct the review of resources.
- 1.3 Textbooks (paper and/or digital) for courses in Religious Education or Family Life Education must be submitted to the local Bishop for final approval.

2. Criteria/Guidelines

- 2.1 Catholicity
 - Consistent with the values and teachings of the Catholic Church;
 - Supports the integration, infusion or extension of the Ontario Catholic School Graduate Expectations in program.



- 2.2 Curriculum Correlation
 - Provides a thorough alignment of expectations for the grade/subject matter;
 - Provides a variety of information types and sources that are inclusive;
 - Reflects concepts of environmental responsibility where appropriate.
- 2.3 Discrimination/Bias
 - No unjust discrimination or bias should be evident, including; socio-economic, gender, race, disability, family structures or ethno-cultural.
- 2.4 Audience and Age Appropriate
 - Engaging and relevant for students;
 - Appropriate for students of diverse backgrounds;
 - Supports various learning styles;
 - Reflects uses of technology where appropriate.
- 2.5 Considerations for Exceptional Learners
 - Suggestions for adapting activities available;
 - Opportunities available for remediation, consolidation and enrichment.
- 2.6 Methodology
 - Instructional Strategies are appropriate to expectations;
 - Assessment Strategies align with Ministry and Board policies;
 - Opportunities for student self-assessment available.
- 2.7 Canadian Content
 - Canadian examples and references are used;
 - Canadian spelling conventions and SI units for measurement references.
- 2.8 Quality Construction
 - Materials are durable and of high quality;
 - Content is accurate and up-to-date.

3. Redistribution or Disposal of Textbooks and Bibles

- 3.1 All Surplus text books (paper and/or digital) and Bibles (“texts”) are the property of the Board and must be redistributed or disposed of in the manner prescribed in this Administrative Procedure.
- 3.2 The Principal at each school is responsible for declaring textbooks (paper and/or digital) and Bibles surplus to that school’s needs. Textbooks (paper and/or digital) may be



declared surplus if they are no longer required due to changes in class size, curriculum, or if they are deemed to be in poor or unusable condition. Bibles are considered surplus if they are deemed to be in unusable condition.

- 3.3 The textbooks (paper and/or digital) will be held at the original location until either shipped to a receiving school or disposed of in an approved manner.

4. Disposal of Surplus Textbooks (paper and/or digital) in Serviceable Condition

- 4.1 Purchasing Services will maintain a list of any textbooks (paper and/or digital) or Bibles that have been declared surplus to one school's needs. Schools will be asked to update this list as goods become surplus. If a requirement exists at another school, arrangements to transfer texts (paper and/or digital) are to be made directly between the schools. Any costs associated with the transfer are the responsibility of the receiving school. The school that declared the texts (paper and/or digital) surplus will be asked to update this list of any transfers.
- 4.2 If there is no need within the Board's school system for any of the texts (paper and/or digital), they may be offered to students attending the school, or other members of the community, at no charge.
- 4.3 After the above methods, at the discretion of the School Principal, donations to charitable or non-profit organizations should be considered.
- 4.4 If, after all attempts outlined above have been unsuccessful, the School Principal may dispose of textbooks (paper and/or digital) by having them deleted, shredded or recycled. Bibles are to be kept in circulation until such time as they become unusable (see 5 below).

5. Disposal of Textbooks and Bibles in Unusable Condition

- 5.1 These texts may be offered to students attending the school, at no charge.
- 5.2 The School Principal may dispose of any remaining textbooks (paper and/or digital) and Bibles by having them shredded or recycled. In the case of Bibles, care should be taken to ensure that they are disposed of in as respectful and discreet a manner as possible.



Appendices

Forms

Surplus Textbooks and Bibles in Serviceable Condition List (on-line list)

Approved: April 28, 2009

Reviewed: January 2020