TEXTBOOK AUTHORIZATION

Belief

According to the School Act, the Minister of Education or the Board may authorize instructional materials. Boards may delegate the authority to authorize instructional materials to a committee of the Board.

Guidelines

1. Authorized materials are materials approved by the Minister, the Board or Board committee for use in classrooms.

2. Basic textbooks and instructional materials are textbooks and materials which each student is required to have because they are essential to the unit being taught. All students are required to have access to these materials and would be unduly disadvantaged without such access.

3. All basic textbooks and instructional materials used in Division schools will be authorized by the Minister of Education or be approved by resolution of the Board in order to ensure the suitability and appropriateness of the textbook or material.

Procedures

4. The initial authorization of instructional materials will be made by the Board.

5. Responsibility for the subsequent reauthorization of instructional materials is that of the Education Committee.

6. All basic textbooks and instructional materials shall be authorized.

7. Textbooks and instructional materials not considered basic shall also be dealt with according to this administrative procedure.

8. The Associate Superintendent: Instruction is responsible for the overall implementation of this administrative procedure.

9. The Principal or designate shall submit a request in writing to the Associate Superintendent: Instruction seeking approval of basic textbooks and instructional materials not authorized by the Minister or the Board. The request shall include the following:
   9.1 Identification of Material
   9.2 Term of approval sought
   9.3 Purpose of Material - a brief summary of "why" the material is required.
10. The Associate Superintendent: Instruction will submit the request to the Board through the Superintendent with an appropriate recommendation.

11. The Principal shall submit the request for Board authorization of materials to the Associate Superintendent: Instruction by June 1 of each year. Emergent requests may be submitted at any time but are to be reserved for materials which have come about due to new circumstances and which could not have been anticipated in time to be processed in the normal manner.

12. Board authorization shall remain in effect until the end of the school year in which the material was first approved, at which time the material shall be reviewed and evaluated by the Principal or designate. An appropriate recommendation regarding the continued use of the material will be made to the Associate Superintendent: Instruction.

13. The Associate Superintendent: Instruction will present the Principal's recommendation regarding reauthorization through the Superintendent to the Education Committee.

14. Upon subsequent Board authorization the approval for use of the material shall remain until such time as the Program of Studies and/or course objectives are changed by the Minister or upon request of the Principal or designate.

Reference: Section 39, 60, 61, School Act