



Policy: Selection, Availability, and Access of School Literary Materials
Revised: December 2025
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Administration, Students, Parents

Purpose

Atlas Learning Academy is committed to providing students with access to a diverse range of high-quality literacy materials that support learning, foster critical thinking, reflect multiple perspectives, and align with Alberta Education curriculum outcomes.

As part of this commitment, and in alignment with Ministerial Order #034/2025 issued under the Education Act, Atlas Learning Academy established policies and procedures that outline the **selection, availability, review, and access** of school literacy materials, ensuring they meet educational, developmental, and community standards while respecting intellectual freedom and parental choice.

Definitions

For the purpose of Administrative Procedures:

- *Child:* An individual enrolled in an Early Childhood Services (ECS) program who is younger than six (6) years of age and does not meet the definition of a “student” under the Education Act.
- *Student:* As defined in the Education Act, a *student* is an individual who is enrolled in a school program operated by a school authority and meets the age and residency requirements outlined in the legislation.
- *Classroom Collection:* A teacher’s collection, selected, curated, or managed by the teacher, of literary materials available to children or students in their class. These include books, magazines, comics, graphic novels, whether in physical or electronic form.
- *School Literary Material:* Any materials accessible or available to children or students at the school. These include books, magazines, comics, graphic novels, whether in physical or electronic form.
- *Sexual Act:* An activity or action of a distinctly sexual nature, including but not limited to:
 - Masturbation involving the genitals or anus;
 - Penetration of any kind, whether real or simulated;
 - Oral-genital or hand-genital contact;
 - Ejaculation or depiction of ejaculation;

- Use of sexual devices on oneself or others
- Note: Does not include an activity or action that is not distinctly sexual in nature, such as physical content related to:
- Medical conditions;
 - Examinations or treatment;
 - Actions or activities related to biological functions
 - Actions or activities that may be related to sexual acts
- *Visual Depiction*: A visual or graphic representation, such as a drawing or painting, an illustration, a photographic or digital image or a video file
 - *Explicit Visual Depiction*: Any sexual act visually depicted within literary material, including magazines, comics, graphic novels, whether in physical or electronic form.

Scope

This policy applies to all literacy materials available through Atlas Learning Academy's classrooms, and library, including:

- Printed and digital books
- Periodicals and reference materials
- Literary program resources
- Teacher-selected novels, read-aloud, and independent reading materials

Roles and Responsibilities

Teachers:

- Review and manage classroom literary collections
- Communicate with parents/guardians about classroom materials

School Library Designates:

- Maintain and update the school's public catalogue of library materials
- Support review of materials against provincial standards

Principal:

- Ensure overall compliance with this policy and provincial requirements
- Respond to material review requests and coordinate decisions

Criteria for Selection and Curation

School literacy materials shall be selected based on the following criteria:

- Alignment with Alberta Education Curriculum Outcomes – Materials must support learning objectives and educational goals.
- Diversity and Inclusivity – Materials should reflect a range of voices, cultures, perspectives, and experiences to promote equity and understanding.

- Developmental Appropriateness – Content should suit the age, maturity, and reading levels of students. Literary material, including books, magazines, comics, graphic novels, whether in physical or electronic form, should not contain explicit visual depictions.

Selection and Management Process

- Teachers and the school curate literacy materials in consultation with the Principal or designated administrator.
- The selection process involves reviewing professional resources, curriculum guides, and recommendations from credible sources.
- Materials are reviewed periodically to ensure continued relevance and condition.
- Outdated, damaged, or inappropriate materials may be removed.

Review and Reconsideration Process

Atlas Learning Academy recognizes that members of the school community may sometimes question the inclusion, availability, or appropriateness of certain materials.

Who May Submit a Request

- A student enrolled at the school
- A parent or guardian of a student enrolled at the school
- A school employee
- A member of the community with a direct connection to the school

Process for Submitting a Request

- The individual submits a Request for Reconsideration of Literacy Material Form to the school.

Literary Review Committee

- The Principal
- Classroom teacher
- School Library Designate

Committee Responsibilities

- Read and review the material in question in its entirety.
- Consider educational value, age appropriateness, and community standards.
- Provide a written recommendation to either:
 - Retain the material without restriction,
 - Retain the material with limited access, or
 - Remove the material from circulation.

Communication of Decision

- The Principal will provide a written response to the requester with the decision and rationale.
- A record of the review will be kept on file.

Application of Standards

These standards do not apply to:

- Public library material as defined in the *Libraries Act*,
- Learning and teaching resources authorized or approved by the Minister, or
- Material, whether in physical or electronic form, brought into the school by a child or student without the knowledge of any school authority employee

Transparency and Communication

- Atlas Learning Academy will establish and maintain a publicly available listing of all school literary materials other than those contained in a classroom collection
- This policy will be:
 - Shared with all staff at the beginning of the school year
 - Make publicly available on the school website