



A-13 Selection, Availability, and Access of School Library Materials

ALBERTA EDUCATION POLICY

CEO Approval:	March 11, 2026
Last Review Date:	n/a
Next Review Date:	March 11, 2030

PURPOSE

Headwater Learning Group (HLG) is committed to meeting Alberta standards relating to the selection, availability, and access of School Literary Materials.

DEFINITIONS

Child/Children - a child/children younger than 6 years of age who is registered in an early childhood services program and therefore does not fall within the definition of "student" in the Education Act

Classroom Collection - a teacher's collection of literary materials, including books, magazines, comics, graphic novels or other literary or graphic materials, whether in physical or electronic form, that are selected, curated or managed by the teacher for use by or available to children or students in the teacher's classroom

Employee - an individual who is working under an employment relationship within an entity of HLG

Ministerial Order - for the purpose of this policy, Ministerial Order 034/2025

School Literary Materials - any materials, including books, magazines, comics, graphic novels or other literary or graphic materials, whether in physical or electronic form, that are accessible or available to children or students at a school

Sexual Act - an activity or action of a distinct sexual nature as defined in the Ministerial Order

Student - a person who is enrolled in a school or required under section 7 of the Education Act to attend school but does not include a child younger than 6 years of age who is enrolled in an early childhood services program

Visual Depiction - visual or graphic representation, such as a drawing or painting, an illustration, a photographic or digital image or a video file

GUIDELINES

1. Calgary Academy will ensure that School Literary Materials containing any explicit Visual Depiction of a Sexual Act are not accessible or available to Children or Students in the school and will ensure that no such School Literary Materials are selected for inclusion in a school library, unless such materials are for information or reference, such as technical materials, dictionaries or encyclopedias, that are not narrative in nature.
2. Calgary Academy will annually review School Literary Materials to ensure compliance with all relevant legislation.
3. Calgary Academy will establish and maintain a publicly available listing of all School Literary Materials other than those contained in a classroom collection.
4. Calgary Academy will ensure parents of Children or Students who have access to a classroom collection are informed of the School Literary Materials contained specifically in the classroom collection.
5. Calgary Academy will, on request by the Minister, provide the Minister with any information and reports related to School Literary Materials.

6. Calgary Academy has procedures relating to the selection, availability, and access of School Literary Materials. These are clearly communicated to school staff, parents and Students and Children. The Procedures will:
- a) comply with the Standards as prescribed by the Ministerial Order;
 - b) establish criteria for the selection, curation and management of School Literary Materials;
 - c) set out the process for the review of School Literary Materials;
 - d) establish processes for the following individuals to request that Calgary Academy review, change the access to or availability of, reconsider or remove specific School Literary Materials in a particular school for reasons related to this Policy:
 - i) Child or Student enrolled in the school;
 - ii) an employee;
 - iii) a parent of a Child or student enrolled in Calgary Academy;
 - iv) a member of the school council; or
 - v) a member of the community with a direct connection to the Calgary Academy,

REFERENCES

Education Act (Ministerial Order # 034/2025)

Early Childhood Services Regulation (AR 126/2022)

Independent Schools Regulation (AR 127/2022)

CROSS REFERENCES

A-08 Care and Safety of Students Procedure

REVIEW HISTORY

Amendment Date: n/a

Review Dates: n/a