

School Literary Materials



January 2026

Background

Prairie Land Public School Division is committed to providing welcoming, caring, respectful and safe learning environments that support student well-being, belonging, and achievement. School literary materials play an important role in fostering literacy, critical thinking, identity development, and engagement in learning.

The Division is responsible for ensuring that the selection, availability, and access to school literary materials align with the Education Act and Alberta Education and Childcare Ministerial Order #034/2025: *Standards for the Selection, Availability and Access of School Literary Materials*, as amended from time to time.

This Administrative Procedure establishes expectations for the selection, review, management, and reconsideration of school literary materials in Prairie Land Public School Division schools.

Definitions

Child(ren): A child younger than six (6) years of age enrolled in an Early Childhood Services program and not yet meeting the definition of “student” under the Education Act.

Student(s): A person enrolled in a school who is six (6) years of age or older as of September 1 and younger than nineteen (19) years of age, as defined by the Education Act.

School Literary Materials: Any books, magazines, comics, graphic novels, or other literary or graphic materials, in physical or electronic form, that are accessible or available to children or students at a Prairie Land school.

Classroom Collection: A teacher’s collection of literary materials selected, curated, or managed for use by or access to children or students within a classroom.

Reconsideration Request: A formal written request asking a school to review, reconsider, restrict, or remove specific school literary materials.

Visual Depiction: A drawing, illustration, photograph, digital image, or video representation.

Sexual Act: As defined in *Ministerial Order #034/2025*.

Procedures

1. Standards for School Literary Materials

- 1.1 Prairie Land Public School Division 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 a school, except where permitted under the Ministerial Order for non-narrative reference materials.
- 1.2 The Division will maintain a regular review and culling cycle to ensure continued compliance with provincial standards and alignment with student developmental appropriateness.
- 1.3 Schools will ensure that literary materials support student well-being, literacy development, critical thinking, diversity, and a sense of belonging.

2. Selection, Curation and Management Criteria

When selecting and managing school literary materials, principals and staff will consider:

2.1 General Considerations

- Curriculum alignment
- Literacy development and reading engagement
- Age, maturity, and developmental appropriateness
- Student voice and interest
- Critical thinking and media literacy
- Format, accessibility, and availability
- Professional reviews and reputable sources

2.2 Diversity and Inclusion Considerations

- Representation of diverse identities and lived experiences
- Indigenous perspectives and voices
- Cultural, religious, and linguistic diversity
- Ability and disability
- Socio-economic perspectives
- Sexual orientation, gender identity, and gender expression
- Contextual treatment of violence or mature themes in alignment with provincial standards

3. Ongoing Monitoring and Review

- 3.1 Principals will ensure that school literary materials are reviewed annually to confirm alignment with this Administrative Procedure and Ministerial Order requirements.

3.2 Materials that no longer meet selection criteria or provincial standards will be removed from circulation.

4. Classroom Collections

4.1 Teachers will inform parents/guardians of the literary materials contained within classroom collections.

4.2 This requirement may be met through one or more of the following:

- In-person viewing during school events
- Posting a digital list accessible to parents/guardians
- Providing a list via email

4.3 Principals are responsible for ensuring reasonable transparency regarding classroom collections.

5. Public Listing and Reporting

5.1 Prairie Land Public School Division will maintain a publicly accessible listing of school library literary materials, excluding individual classroom collections.

5.2 Upon request, the Division will provide information or reports to the Minister of Education and Childcare as required under the Ministerial Order.

5.3 Upon request to the principal, individual school literary materials will be made available.

6. Reconsideration of School Literary Materials

6.1 The following individuals may submit a Reconsideration Request:

- A child or student enrolled in the school
- A parent/guardian of an enrolled child or student
- A Prairie Land employee
- A member of a school council
- A community member with a direct connection to the school

6.2 The process is as follows:

Submission:

The individual completes the School Literary Materials Reconsideration Request form and submits it to the principal. The principal will acknowledge receipt in a timely manner.

Review:

The principal will review the material in consultation with appropriate staff. The Superintendent or designate may be consulted where necessary.

Decision:

The principal will document the decision, including rationale and reference to selection criteria and provincial standards.

Communication:

The principal will communicate the decision and rationale to the individual who submitted the request.

6.3 If the individual disagrees with the decision, they may access Prairie Land’s concerns and complaints process as outlined in the applicable Administrative Procedure.

Responsibilities

- **Superintendent:** Ensures divisional compliance with provincial legislation and Ministerial Orders.
- **Principals:** Responsible for implementation, annual review, transparency, and decision-making related to reconsideration requests.
- **Teachers:** Responsible for thoughtful selection and management of classroom collections.

Approved: January 2026

References: *Education Act*
Student Record Regulation 216/2022
Protection of Privacy Act
Access to Information Act
Alberta Education and Childcare Ministerial Order #034/2025 – Standards for the Selection, Availability and Access of School Literary Materials