

## **IC1005: Selection, Availability, and Access of School Library Materials**

**Policy Creation Date:** December 2025

**Approval Date:** December 18, 2025

**Review Date:**

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### **Purpose:**

The WISE Charter School will ensure that all literary materials, including those in libraries and classroom collections, are selected, curated, and made available in compliance with the indications of child development within Waldorf Education, and the Alberta Education standards as set out in the Guiding Framework for the Design and Development of K-12 Curriculum.

### **Scope:**

This policy applies to all literary materials accessible to children and students at the WISE Charter School, including collections in school libraries and teacher-curated classroom sets. It does not apply to public libraries, minister-authorized teaching resources, or material privately brought by students without staff knowledge.

### **Definitions:**

- School literary materials: Includes any books, magazines, comics, graphic novels, and similar materials (physical or digital) available at the school.
- Explicit visual depiction of a sexual act: As defined by Ministerial Order 034/2025; these materials cannot be selected or made accessible, unless for reference and not narrative use.
- Classroom collection: Teacher-curated materials for class access.

### **Selection and Curation Criteria:**

Materials must be selected or made available based on the following criteria: age-appropriateness, developmental suitability according to Rudolf Steiner's child development indications, compliance with Alberta Education standards, and promotion of diversity and belonging. Materials will also be reviewed for alignment with the Guiding Framework for the Design and Development of K-12 Curriculum.

Materials featuring explicit visual depictions of sexual acts (see Appendix A) must not be accessible or available to any child or student, nor selected for school library inclusion, except for non-narrative reference purposes (e.g., medical encyclopedias).

The Faculty Council is responsible for evaluating school literary materials for compliance before inclusion or renewal.

The WISE Charter School will maintain a documented process for selecting and curating literary materials. Specific roles and responsibilities for the selection and curation process will be clearly designated to ensure adherence to the defined criteria.

### **Transparency and Public Access:**

A publicly available listing of all school literary materials (excluding classroom collections) will be maintained and kept up to date in our library database. A list of library materials will be available by written request to the Principal.

Parents will be informed of the content of classroom collections through the teacher. A complete list of each classroom's materials will be available on request.

This policy will be available to stakeholders via the WISE Charter School website.

### **Review and Reconsideration Process:**

Requests to review, change, reconsider, or remove specific materials from the school's literary collections may be made by any:

- Enrolled student
- Employee of the school
- Parent/guardian of a student
- Any direct member of the WISE Charter School community, such as a grandparent.

All review requests citing explicit visual depictions must be submitted by email to the Principal and will be contemplated by the Faculty Council using the guidelines outlined in Appendix A.

### **Ongoing Review and Ministerial Reporting:**

This policy will be reviewed every two years for compliance.

The WISE Charter School will respond to requests from the Minister of Education for lists, information, or reports regarding the WISE Charter School library materials.

### **References**

Education Act ([Ministerial Order # 034/2025](#))

[Guiding Framework for the Design and Development of Kindergarten to Grade 12 Curriculum](#)

### **Supporting Documents**

Appendix A: Guidance for school authority review of literary materials.

Appendix B: Request for Review of School of School Library Material Form

Appendix C: Review Committee Decision Form

## Appendix A

### Standards for the Selection, Availability, and Access of School Literary Materials

Ministerial Order #034/2025 sets standards for the selection, availability and access of school literary materials.

School authorities are highly advised to refer to the [Ministerial Order](#) as they review materials. The Ministerial Order provides clear definitions, including “visual depiction” and “sexual act,” and additional information, including literary material exceptions under the new standards.

This resource offers guidance for some scenarios school authorities may encounter as they review materials. The scenarios identified are non-exhaustive. Please continue to use your professional judgement as you consider this guidance and the Ministerial Order in your review.

Scenario	Guidance	
A written passage contains explicit descriptions of a sexual act.	MEETS STANDARDS	This is a written depiction, not a visual depiction.
Material visually depicts actions that may be related to sexual acts but are not sexual acts themselves (e.g., kissing, handholding).	MEETS STANDARDS	This is not an explicit visual depiction of a sexual act.
Material contains a visual depiction that is not of a sexual act, but accompanying text provides context that a sexual act is occurring.	MEETS STANDARDS	This is not an explicit visual depiction of a sexual act. A written passage that corresponds with a visual (e.g., caption, text on the same page) should not be considered when determining if a material includes an explicit visual depiction of a sexual act.
Material contains a visual depiction that infers that a sexual act has occurred but does not explicitly depict it (e.g., person or people lying in bed without sexual contact).	MEETS STANDARDS	This is not an explicit visual depiction of a sexual act.
Material contains a visual depiction of physical contact, but the contact is not sexual in nature (e.g., depictions of medical examination, breastfeeding, actions related to puberty etc.).	MEETS STANDARDS	This is not an explicit visual depiction of a sexual act.

Material contains visual depiction of nudity but does not depict a sexual act occurring.	<b>MEETS STANDARDS</b>	A visual depiction of nudity alone is not an explicit visual depiction of a sexual act.
An encyclopedia, dictionary or other reference material contains a painting or illustration that contains an explicit visual depiction of a sexual act.	<b>MEETS STANDARDS</b>	Materials for information or reference, such as technical materials, dictionaries, or encyclopedias, that are not narrative in nature may include an explicit visual depiction of a sexual act.
Material contains an explicit visual depiction of animals engaging in a sexual act.	<b>MEETS STANDARDS</b>	Reference materials (e.g., National Geographic, nature documentary) that include an explicit visual depiction of animals engaging in a sexual act meet the standards.
A film adaptation of a novel that includes written descriptions of sexual acts is shown or available to students in school.	<b>REFER TO STANDARDS</b>	<p>A film should be assessed solely by its visual depictions.</p> <p>Written descriptions of sexual acts in a novel that inspired a film are not relevant to determining if the film contains an explicit visual depiction of a sexual act.</p>
Narrative material (e.g. novel, graphic novel, etc.) contains a painting or illustration that explicitly depicts a sexual act.	<b>DOES NOT MEET STANDARDS</b>	This is an explicit visual depiction of a sexual act.
Material selected for teaching in a classroom contains an explicit visual depiction of a sexual act.	<b>DOES NOT MEET STANDARDS</b>	Learning and teaching resources are school literary materials and must not be accessible to children and students if they contain an explicit visual depiction of a sexual act.
Material contains an explicit visual depiction of a near-human character engaging in a sexual act (e.g, fairy, alien, anthropomorphic animal).	<b>DOES NOT MEET STANDARDS</b>	An explicit visual depiction of a sexual act involving a character that may be perceived as human or anthropomorphic animals (e.g, human-like) should be considered an explicit visual depiction of a sexual act.

## Appendix B:

### Request for Review of School of School Library Material Form

School Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

#### 1. Requester Information

- Name: \_\_\_\_\_
- Role/Connection to School (check one):
  - ☐ Student
  - ☐ Parent/Guardian of student
  - ☐ Teacher/Staff member
  - ☐ School Council member
  - ☐ Community member with direct connection to the school
- Phone/Email: \_\_\_\_\_
- Student Name & Grade (if applicable): \_\_\_\_\_

#### 2. Material for Review

- Title: \_\_\_\_\_
- Author/Creator: \_\_\_\_\_
- Format (check one):
  - ☐ Book
  - ☐ Graphic Novel/Comic
  - ☐ Magazine
  - ☐ Digital/Electronic Resource
  - ☐ Other: \_\_\_\_\_
- Location:
  - ☐ School Library
  - ☐ Classroom Collection (Grade: \_\_\_\_\_)
  - ☐ Other: \_\_\_\_\_

#### 3. Reason for Request

Please describe your concern(s). Be specific (e.g., cite page numbers, sections, or examples):

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#### 4. Concern Category (check all that apply)

- ☐ Developmental appropriateness
- ☐ Explicit depiction of sexual act (as defined in Standards)
- ☐ Violent or graphic content
- ☐ Language concerns
- ☐ Mental health or well-being concerns
- ☐ Other (please explain): \_\_\_\_\_

#### 5. Action Requested

- ☐ Retain material but provide restricted access (specify grade levels: \_\_\_\_\_)

- ☐ Relocate to older grade section of library
- ☐ Remove material from school library
- ☐ Other (please explain): \_\_\_\_\_

#### **6. Acknowledgement**

I acknowledge that this request will be reviewed according to the school's Library Procedure for Selection, Availability, and Review of Literary Materials and that the decision will be communicated in writing.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix C:

### Review Committee Decision Form

School Name: \_\_\_\_\_

Date of Review Meeting: \_\_\_\_\_

#### 1. Material Reviewed

- Title: \_\_\_\_\_
- Author/Creator: \_\_\_\_\_
- Format: \_\_\_\_\_
- Location:
  - ☐ School Library
  - ☐ Classroom Collection (Grade: \_\_\_\_\_)
  - ☐ Other: \_\_\_\_\_

#### 2. Committee Membership

(Record names and roles of all members present)

- Principal (Chair): \_\_\_\_\_
- Library Committee (Chair): \_\_\_\_\_
- Faculty Council Representative: \_\_\_\_\_

#### 3. Request Summary

- Requester Name: \_\_\_\_\_
- Role/Connection to School: \_\_\_\_\_
- Date of Request: \_\_\_\_\_
- Nature of Concern (from Request Form):
  - ☐ Developmental appropriateness
  - ☐ Explicit depiction of sexual act (per Standards)
  - ☐ Violent/graphic content
  - ☐ Language concerns
  - ☐ Mental health/well-being concerns
  - ☐ Other: \_\_\_\_\_

#### 4. Committee Review Process

- ☐ Material was read/reviewed in full by committee members.
- ☐ Ministerial Order (#034/2025) (standards) were applied (effective Jan 5, 2026).
- ☐ Grade-level standards were applied (K–3, 4–6, 7–9, 10–12).
- ☐ Literary/educational/school values was considered.
- ☐ Perspectives from staff, parents, and students were considered.

Notes from deliberation (attach additional pages if needed):

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#### 5. Committee Decision

The committee has determined the following action:

- ☐ Retain material in library/classroom collection without change
- ☐ Retain material but restrict access to Grade(s): \_\_\_\_\_

- ☐ Relocate to older grade collection
- ☐ Remove material from school library/classroom collection
- ☐ Other (explain): \_\_\_\_\_

**Rationale for Decision:**

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**6. Communication of Decision**

- Requester will be notified in writing by: (date) \_\_\_\_\_
- Notification will include decision and rationale.
- Requester may appeal to the Board Chairperson within 10 school days if dissatisfied.

**7. Signatures**

Principal (Chair): \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty Council Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Representative (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Representative (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_