

# LIBRARY MATERIALS POLICY 2025

## Definitions:

- **"child"** means a child younger than 6 years of age who is enrolled in an early childhood services program and therefore does not fall within the definition of "student" in the Education Act;
- **"classroom collection"** means 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;
- **"school authority"** means any Alberta public or separate school board, francophone regional authority, operator of a charter school, person responsible for the operation of an independent school, or independent ECS operator as defined in the Early Childhood Services Regulation (AR 126/2022);
- **"school literary materials"** means 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"** means an activity or action of a distinctly sexual nature, including but not limited to,
  - (i) masturbation, including touching of a person's own genitals or anus with a hand, finger, artificial sexual organ or other substitute for a sexual organ,
  - (ii) penetration of the penis into the vagina or anus,
  - (iii) contact of a sexual nature between the genitalia, mouth, hand, finger or other body part with the unclothed genitalia, pubic area, buttocks, anus or, if the person is female, the breast of another person,
  - (iv) ejaculation onto or into another person, or
  - (v) the use of artificial sexual organs or substitutes for sexual organs on the clothed or unclothed genitalia, pubic area, buttocks, anus, or, if the person is female, the breast of another person,

but does not include an activity or action that is not distinctly sexual in nature, such as physical contact related to medical conditions, examinations or treatment, actions or activities related to biological functions or processes like puberty, menstruation, pregnancy or breastfeeding, or actions or activities that may be related to sexual acts, such as kissing or handholding;

- **"visual depiction"** means a visual or graphic representation, such as a drawing or painting, an illustration, a photographic or digital image or a video file;

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## **References:**

This policy references the *MINISTERIAL ORDER (#034/2025)* which requires the school to implement the standards by Jan 5/26.

## **Requirements:**

- (a) The school authority must 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, and **must 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;
- (b) The school authority **must regularly review** school literary materials to ensure the school authority complies with these Standards and the school authority's policies or procedures required in accordance with these Standards;
- (c) The school authority **must establish and maintain a publicly available listing** of all school literary materials other than those contained in a classroom collection;
- (d) The school authority **must ensure that the parents of the children** or students who have access to a classroom collection are informed of the school literary materials contained specifically in the classroom collection;
- (e) The school authority must, on request by the Minister, provide to the Minister any information and reports on school literary materials.

## **Procedure:**

While Phoenix does not have an official school library, our teens started a small Legacy Library in 2025. The Library consists of donated books and is maintained by the Teen Council. As such, Phoenix will:

- Review all books currently in the Library and create a listing of all the materials in the Legacy Library by Jan 5, 2026.
- This list will be posted on our website and updated from time to time.
- As any new books are donated to the Legacy Library, the school will review them to ensure they meet the standards set out in the Ministerial Standard as noted above.
- The bookshelf that contains the Legacy Library is open to all parents, students and staff to review at any time. Any person accessing the Library can request that the Principal review a book to determine if it should be removed from the library for reasons related to the section 2(a) of the standards. The Principal shall have final authority to make this determination.

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- With regards to classroom collections, teachers inform parents about books being used in the classroom either by posting a list in our learning management system (LMS) or via paper handouts that go home with students.

**These standards do not apply to:**

- a public library 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 Phoenix employee.

Date approved: Oct 6, 2025

Date Reviewed: \_\_\_\_\_