administrative regulation

School Literary Materials Selection

Administrative Regulation No. 3051

Classification:
School Program and Organization

Effective Date:
November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- Support the selection, availability and access to School Literary Materials that promote Children's and Students' well-being and learning opportunities;
- Provide Children and Students with a safe and caring environment that fosters and maintains respectful and responsible behaviours; and
- Ensure alignment with and implementation of the standards for the selection, availability and access of School Literary Materials established under the Ministerial Order.

2 | Scope

This administrative regulation applies to:

- All CBE staff and to Children, Students, parents/guardians, members of a school council, and community members with a direct connection to the school who may request a review of specific School Literary Materials in accordance with the Ministerial Order.

3 | Compliance

All employees are responsible for knowing, understanding, and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including termination of employment.

4 | Principles

The following principles apply:

- School libraries and/or learning commons hold educational merit, including by providing access to classic literary works;
- Children and Students should have access to School Literary Materials that are developmentally appropriate and can positively impact their mental health and well-being;
- CBE has a responsibility to provide Children and Students with a safe and caring environment that fosters and maintains respectful and responsible behaviours; and
- CBE supports the selection, availability and access to School Literary Materials that promote Children’s and Student’s well-being and learning opportunities.

5 | Definitions

CBE: means The Calgary Board of Education.

Child(ren): 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.

Ministerial Order: means Alberta Education and Childcare Ministerial Order #034/2025 *Standards for the Selection, Availability and Access of School Literary Materials*, as may be amended.

Reconsideration Request: means a request that a school change the access to or availability of, reconsider or remove specific School Literary Materials, in a particular school or in a particular Classroom Collection, for reasons related to section 6(1) of this administrative regulation.

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, as defined in section 1(e) of the Ministerial Order, subject to the exclusions specified therein.

Student(s): means a person identified in sections 1(hh), 3 and 7 of the *Education Act* who is:

a) enrolled in a school;

b) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age, but

c) does not include a Child younger than 6 years of age who is enrolled in an early childhood services program.

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

6 | Regulation Statement

Standards for School Literary Materials

1) CBE 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 and will also ensure that no such School Literary Materials are selected for inclusion in a school library / learning commons, unless such materials are for information or reference, such as technical materials, dictionaries or encyclopedias, that are not narrative in nature.
2) CBE will maintain a school literary material culling/review cycle to ensure ongoing compliance with the standards outlined in this administrative regulation and the Ministerial Order.

Public Listing and Reporting to Minister

3) CBE will maintain a publicly available listing of all School Literary Materials other than those contained in a Classroom Collection.
4) CBE will, on request by the Minister of Education and Childcare, provide to the Minister any information and reports on School Literary Materials, as required under section 2(e) of the Ministerial Order.

7 | Procedures

Selection, Curation and Management Criteria

1) To select, curate and manage School Literary Materials, schools should consider guidance in the Provincial Resource Review Guide provided by Alberta Education and Childcare, and updated from time to time, as well as the following considerations:
    a) General considerations:
        i. Topics and genres;
        ii. Formats;
        iii. Literacy and reading promotion;
        iv. Student voice;
        v. Media and information literacy, collaboration, critical thinking and problem solving;
        vi. Copyright;
        vii. Access to the resource;
        viii. Review sites; and
        ix. Publisher.
    b) Considerations for a diverse and inclusive collection:
        i. Identities and lived experiences;
        ii. Age, maturity, context, and experience;
        iii. Learning styles, strengths, and skills;
        iv. Ability-disability;

v. Indigenous peoples;

vi. Ethnic, cultural, and religious;

vii. Sexual orientation, gender identity and expression, and gender roles;

viii. Socio-economic;

ix. Belief system; and

x. Violence or sexual content – must be in alignment with this administrative regulation.

On-going Monitoring and Review of School Literary Materials

2) Principals and/or school staff will review the collection of School Literary Materials incrementally over a 3 to 5-year cycle, to help ensure continued alignment with this administrative regulation.

Classroom Collections

3) CBE schools will ensure that parent(s) / guardian(s) 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. Compliance with this requirement may be met by one or more of the following methods, to be selected by the teacher in consultation with the principal:

a) making the Classroom Collection available for in-person viewing during a school event such as a meet the teacher night, celebration of learning, open house, or parent-teacher conference; or

b) posting a list of the Classroom Collection titles on a digital platform used by the teacher and that is accessible to parents / guardians; or

c) providing a list of the Classroom Collection titles via email to classroom parents / guardians.

Reconsideration Request

4) The following members of a school community may make a Reconsideration Request to their school:
    a) a Child or Student enrolled in a school,
    b) a CBE employee,
    c) a parent / guardian of a Child or Student enrolled in a school,
    d) a member of a school council, or
    e) a member of the community with a direct connection to the school (e.g., a grandparent of an enrolled Child or Student or a school volunteer).
5) The following process will be employed to make and process a Reconsideration Request:
    a) Submission: the person who brings forward the issue will complete the School Literary Materials Reconsideration (Challenge) Request form (available at cbe.ab.ca) and submit it to the principal or designate. The principal or designate will acknowledge receipt of the request in a timely manner.
    b) Review: the principal or designate will review the completed form and the School Literary Material in question with assistance from the school learning commons team. If additional support is needed during the review process, the principal will consult with their Education Director.
    c) Decision: following the review, the principal or designate will document the final decision using the Learning Commons Review and Decision form. This documentation will include the rationale for the decision and reference to relevant decision criteria. This form is retained at the school.
    d) Communication: the principal or designate will communicate the decision and the accompanying rationale to the individual who submitted the request.
6) If the submitter disagrees with the decision, they may access the CBE's Concerns & Complaints process as outlined in Administrative Regulation 5007: Concerns and Complaints. For clarity, a decision made by a principal regarding a Reconsideration Request shall be considered a Level Two Decision under Administrative Regulation 5007: Concerns and Complaints.

8 | History

Approval	December 2025
Revision/Review Dates	November 30, 2026
Next Review	November 2031

9 | Related Information

Operational Expectations

- OE-2: Learning Environment/Treatment of Students
- OE-8: Communicating and Engaging With the Public

Administrative Regulations

- AR 6031: Safe and Caring Learning and Work Environments
- AR 5007: Concerns and Complaints

Legislation

- *Education Act*, SA 2012, c E-0.3.
- Alberta Education and Childcare Ministerial Order #034/2025, *Standards for the Selection, Availability and Access of School Literary Materials.*