

SUPPLEMENTARY LEARNING RESOURCES

Background

Intellectual inquiry requires learning resources representing a wide range of interests so that students may freely explore the world of ideas. The Division respects the right and responsibility of teachers to use supplementary learning resources and to support prescribed curricula to meet the educational needs of students. In the selection of resources, the Division expects sound professional judgment and consultation with others, including parents and other professional colleagues when deemed appropriate.

The Division recognizes, however, that parents may object to teacher selection of resources and, therefore, authorizes the appeal process established through the procedures below.

This administrative procedure is to be administered by the Assistant Superintendent, Learning Services.

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); -2- APPENDIX MINISTERIAL ORDER (#034/2025)

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

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”(Ab. Education, 2025);

Procedures

1. Selection of Supplementary Learning Resources

1.1 The supplementary learning resources in a school's collection are to:

- 1.1.1 Enrich and support the Program of Studies in a way that caters to the varied interests, abilities, maturity levels and learning styles of students.
- 1.1.2 Provide variety for students as they seek to gain understanding of curricular outcomes
- 1.1.3 Cause students to critically examine the information in the resources in support of curriculum in order to encourage learning that transfers, reason logically, examine different points of view and through these processes develop skills associated with arriving at sound student judgments.
- 1.1.4 Represent a diversity of worldviews and perspectives.
- 1.2 Selection of supplementary resources will consider:
 - 1.2.1 Age appropriateness.
 - 1.2.2 Link and support to curricular outcomes.
 - 1.2.3 Enrichment of learning that transfers.
 - 1.2.4 Readability and popular appeal.
 - 1.2.5 The academic credibility of the author/producer.
 - 1.2.6 The literary merit of the work.
 - 1.2.7 Compliance with [“Ministerial Order \(#034/2025\): Standards for the Selection, Availability, and Access of School Literary Materials.”](#)
 - 1.2.7.1 “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”(Ab. Ed, 2025);
- 1.3 A teacher may maintain their own classroom collection based on the following criteria:
 - 1.3.1 Resources in the classroom collection comply with the [“Ministerial Order \(#034/2025\): Standards for the Selection, Availability, and Access of School Literary Materials.”](#)
 - 1.3.2 The school 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”(Ab. Ed, 2025). This is achieved by inviting parents to view classroom collections during events open to parents such as meet the teacher and parent student conferences.
2. Members of the community identified below may request that the school authority review, change the access to or availability of, reconsider, or remove specific school library materials in a particular school for reasons related to sections 2.a of the Standards identified in the Ministerial Order. These members of the community include:
 - a child or student enrolled in the school,

- a school authority employee,
- a parent of a child or student enrolled in the school,
- a member of the school council,
- any member of the community with a direct connection to the school.

3. Learning Resource Challenges

Despite care taken to select supplementary learning resources, occasional objections will be made to an item in the resource collection.

If the resource is challenged, the procedures are as follows:

- 3.1 If, after discussion of the concerns with the teacher or Learning Commons Facilitator, mutual satisfaction has not been reached, the matter is to be referred to the Principal who will review and address with the concerned parties.
- 3.2 If the objection cannot be dealt with satisfactorily at the school level, the complainant will be asked to file the objection in writing to the Assistant Superintendent, Learning Services.
- 3.3 The Assistant Superintendent, Learning Services shall meet with the complainant to review the resource in reference to the expectations of this administrative procedure.
- 3.4 If, following discussion with the complainant, mutual satisfaction has not been reached, the Assistant Superintendent, Learning Services will refer the complaint to the Learning Resource Review Committee.
- 3.5 The Learning Resource Review Committee is an ad hoc committee and will be struck only when needed. Committee membership shall consist of:
 - 3.5.1 The Assistant Superintendent, Learning Services, as Chair;
 - 3.5.2 A Principal;
 - 3.5.3 A Learning Commons Facilitator and/or teacher;
 - 3.5.4 A parent;
 - 3.5.5 A member of a School Council.

None of the complainant, the Principal, or the school Learning Commons Facilitator and/or teacher on the Committee shall be from the school from whence the complaint arose, but each shall have the right to make presentations to it.
- 3.6 The Learning Resource Committee will, at the earliest opportunity:
 - 3.6.1 Read and examine the challenged learning resource;
 - 3.6.2 Evaluate the resource in terms of the expectations and criteria in this administrative procedure;
 - 3.6.3 Meet to discuss the material and prepare a report and decision for distribution to the Principal and the Superintendent.
- 3.7 The Assistant Superintendent, Learning Services shall inform the complainant, the principal, and school Learning Commons Facilitator or teacher affected by the decision of the Learning Resource Review Committee.
- 3.8 The decision of the ad hoc committee is final.

Reference: Relevant Legislation and Regulations