

Cornerstone Christian Academy
Selection, Availability, and Access of School Library Materials
Procedure

A. PURPOSE

This procedure ensures that the school library provides developmentally appropriate, high-quality literary materials that promote student learning, well-being, and a safe, inclusive school environment. It aligns with the **Ministerial Order (#034/2025)** (Sept 8, 2025) on the selection, availability, and access of school literary materials.

B. GUIDING PRINCIPLES

- **Educational Merit:** Materials must enrich students' academic, cultural, and social development.
- **Developmental Appropriateness:** Content must reflect the maturity, literacy level, and well-being of students at different grade levels.
- **Respect for Diversity:** Materials should reflect varied perspectives and respect human dignity, supporting a welcoming and caring environment.
- **Protection from Harm:** Materials with explicit visual depictions of sexual acts, as defined in the Ministerial Order (#034/2025), are prohibited unless for non-narrative reference purposes (e.g., medical dictionaries).
- **Transparency:** The library material selection procedure will be available to the public upon request. School library material selection and review procedure will be communicated to employees, parents, and students in the school's handbook.

C. STANDARDS BY GRADE RANGE

Kindergarten – Grade 3

- **Content Focus:** Simple narratives, picture books, early readers, fables, folk tales, introductory non-fiction, poetry.
- **Standards:**
 - Age-appropriate vocabulary and illustrations.
 - Themes of kindness, cooperation, family, community, and basic inquiry.
 - No explicit or graphic violence, mature themes, or sexual content.
 - Visuals should be supportive of early literacy and positive identity development.

Grades 4 – 6

- **Content Focus:** Chapter books, accessible non-fiction, graphic novels, historical fiction, age-appropriate fantasy and science fiction.
- **Standards:**
 - Content addressing growing independence, friendships, responsibility, and problem-solving.

- Mild references to complex issues (loss, resilience, fairness) are acceptable if handled sensitively.
- No explicit depictions of sexual acts; references to puberty and body changes must be factual and age appropriate.
- Violence, if present, must be minimal, non-gratuitous, and framed in a moral/educational context.

Grades 7 – 9

- **Content Focus:** Young adult literature, novels, biographies, diverse cultural perspectives, more advanced non-fiction.
- **Standards:**
 - Themes may explore identity, belonging, ethical dilemmas, and social issues in age-appropriate ways.
 - Sensitive topics (mental health, discrimination, relationships) may be included when educationally valuable.
 - No explicit visual depictions of sexual acts; references to relationships must be responsible and developmentally suitable.
 - Violence or mature themes should support critical thinking and not glamorize harm.

Grades 10 – 12

- **Content Focus:** Canonical literature, contemporary novels, advanced non-fiction, global perspectives, complex themes.
- **Standards:**
 - Materials may address mature themes (history, politics, philosophy, social justice, identity, self-harm, and global issues).
 - No explicit visual depictions of sexual acts, but nuanced discussions of relationships, human rights, and moral questions are acceptable.
 - Content should challenge students intellectually, preparing them for post-secondary and citizenship responsibilities.
 - Materials should be selected with sensitivity to student mental health and developmental readiness.

D. SELECTION PROCESS

1. **Initial Review by Librarian:** Librarians evaluate new and existing library materials against grade-level standards, curriculum connections, and literary quality.
2. **Consultation:** Librarians may consult teachers, curriculum guides, and age-appropriateness indexes.
3. **Final Decision:** Librarian (with Principal oversight if necessary) approves or declines acquisition.
4. **Transparency:** A publicly available list of all school library materials will be maintained and updated annually.

5. **Classroom library collections:** Teachers are responsible for selecting materials for their classroom libraries. Parents of students in their class may view the materials available in the classroom.

E. ONGOING REVIEW

- **Annual Audit:** School Library materials are reviewed annually by the librarian to ensure compliance with Standards.
- **Ministerial Requests:** The school will provide reports or listings to the Minister upon request.
- **Parental Notification:** Parents of students in a particular grade will be informed of materials available in **classroom collections** of their child/student's grade, upon request.

F. COMMUNITY REQUEST FOR REVIEW OR REMOVAL

School library: Any member of the school community (student, parent, staff, school board member, or connected community member) may request a review of specific library materials.

Classroom library: Parents or students may request review of materials in the child/student's specific classroom library.

Request for Review or Removal Process:

1. **Submission:** A written request form is submitted to the Principal, stating the material in question and the reason for concern.
2. **Review Committee Formation:**
 - Principal (Chair)
 - Librarian
 - Teacher representative
 - School Board representative
3. **Committee Review:**
 - Assess according to Ministerial Standards and grade-level criteria.
 - Consider literary, educational, and developmental value.
 - Ensure decisions respect diversity, safety, and student well-being and the school's values.
4. **Decision/action:**
 - Retain, restrict access by grade, relocate, or remove the material.
 - Decision recorded and communicated in writing to the requester within 30 school days.
5. **Appeal:** Requesters may appeal to the Board Chairperson. The Board's decision is final.

G. COMMUNICATION

- This procedure will be available to members of the school community in the school handbook. It is available to members of the public upon request.
- Annual reminders will be sent to parents and staff.

- Students will be oriented to library use and material standards at the start of each school year.

H. COMPLIANCE

- All school library and classroom library practices will comply with the **Ministerial Standards (effective January 5, 2026)**.
- The Principal will ensure librarians and teachers understand and apply these standards.

References

- *Education Act*, (Ministerial Order # 034/2025)
- *Early Childhood Services Regulation* (AR 126/2022)
- *Independent Schools Regulation* (AR 127/2022)

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Appendix A: Request for Review of School Library Material Form

Date of Request: _____

1. Requester Information

- Name: _____
- Role/Connection to School (check one):
 - Student
 - Parent/Guardian of student
 - Teacher/Staff member
 - School Board 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):

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: _____

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Appendix B: Review Committee Decision Form

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): _____
- Librarian: _____
- Teacher Representative: _____
- School Board 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):

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:

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: _____
 Librarian: _____ Date: _____
 Teacher Representative: _____ Date: _____
 School Board Representative: _____ Date: _____