



Selection, Availability, and Access of School Literary Materials Policy

Approved by: Montessori School of Calgary, Board of Directors

Authorizer: Head of School

Effective Date: January 5, 2026

Revision Date: January 5, 2026

RATIONALE: The Montessori School of Calgary is committed to providing students with access to high-quality, developmentally appropriate literary materials that support Montessori philosophy, the Alberta Program of Studies, and the intellectual, social, emotional, and ethical development of children. The selection of materials for the school library and classroom collections will foster inclusion, represent diverse lived experiences and will be age and developmentally appropriate while responding to students' interests. This policy ensures compliance with Alberta Education and Childcare's *Standards for the Selection, Availability, and Access of School Literary Materials*.

POLICY: The governing board of the Montessori School of Calgary, through its administrative team, will ensure that all school literary materials are selected, reviewed, and made accessible in a manner that is educationally sound, developmentally appropriate, and compliant with ministerial orders and provincial standards. Materials containing explicit visual depictions of sexual acts will not be accessible or available to students, except as permitted under Alberta Education and Childcare standards.

SCOPE: This policy applies to all members of the Montessori School of Calgary learning community, including students, staff, parents/guardians, and volunteers.

PROCEDURES:

1. Selection and Management of Literary Materials

Teachers and staff select classroom and library materials aligned with Montessori pedagogy, curriculum outcomes, and student developmental levels. Literary materials are periodically reviewed to ensure ongoing relevance, quality, and compliance with provincial standards.

2. Review of Literary Materials

The Head of School oversees the review of school literary materials. A complete listing of the library catalogue is available for review upon request. Reviews may occur when new materials are introduced, concerns are raised, or provincial requirements change.

Additionally, classroom library collections can be reviewed by contacting the Head of School.

3. Request for Review

Students, parents/guardians, staff, Parent Advisory Council members, or community members with a direct connection to the school may submit a written request for review of specific literary materials or to review the complete listing of the library catalogue. The Head of School shall:

- Acknowledge receipt of a request for review within one (1) week of receipt;
- Initiate and conduct a review of the identified material(s) in consultation with a committee comprised of the Assistant Principal and an Alberta Education–certificated Montessori classroom teacher;
- Provide a written decision, including the rationale, to the individual who submitted the request within one (1) week following the completion of the review.

4. Outcomes of Review

Following review, materials may be retained, relocated, restricted by age group, or removed from use. Decisions are guided by educational merit, student well-being, and compliance with Alberta Education and Childcare’s standards.