



POLICIES

Leschenault Catholic Primary School

Topic: Selection of Texts

Policy No: 2-B1

Policy Area: Education

Updated: 2016

Date of Review: 2018

- This policy is based on the policy statement issued by the Catholic Education Commission of WA.
- Texts for the purposes of this policy is taken to mean books, magazines, newspapers, videos, tapes, CD's, DVD's, internet sites, computer software, advertisements, Ipads and all other print and non-print material.

Rationale

Leschenault Catholic Primary School aims to help students integrate culture, faith and life. It values culture and fosters its critical transmission. Underlying its approach will be values founded upon the teaching of Jesus Christ. Careful selection of texts is therefore important to our school.

Principles

- Materials shall be selected which support and develop the educational objectives of the school.
- Consideration shall be given to selecting material suitable to the level of the intellectual, spiritual, emotional and social development of the student.
- Selection of texts shall address student diversities of; culture, gender, special learning needs and socio-economic background.
- Students shall be offered a range of texts that enables them to develop a critical understanding of the diversity of beliefs and values found in society and in human experiences. Some texts may be used with close teacher direction to challenge dominant ideas in texts, particularly stereotypes and undesirable models of human behaviour.
- Texts shall include appropriate content that promotes Christian values, be stimulating, adaptable and have sound language and visual quality.
- The selection of texts shall be guided by the learning outcomes that the teacher wants the student to achieve.
- Texts shall be considered in light of the whole school curriculum respecting the values and ethos of the Catholic school and the expectations of the parent community.
- Some texts, such as those that contain gratuitous or extreme violence, or pornographic material, have no place in the Catholic school.
- Teachers shall be sensitive to the use of texts that deal with controversial topics or challenging situations and carefully consider the suitability of such texts for use at Leschenault Catholic Primary.

Procedures

1. Staff will endeavour to preview and evaluate texts prior to their release. This includes recommended curriculum materials, syllabus texts and library texts.
2. The Principal or Teacher Librarian Assistant are the first people to consult for advice on the use of texts.
3. Any texts that are deemed suitable for Upper Primary Students may still require parental permission and will be identified for Upper Primary Resources only.
4. Fiction resources may be purchased but due to theme/content these will be restricted to teacher resources, for use at the discretion of teachers, school councillors or parents. eg: Death
5. Selection of texts will adhere to Leschenault Catholic Primary School Selection Guidelines.
6. In selecting a documentary, feature film, television program, animated film or short film, the guidelines set by the Office of Film and Literature Classification apply:

G	GENERAL – Suitable for all ages. Suitable for Years K-12
PG	PARENTAL GUIDANCE – Parental guidance recommended for persons under 15 years. Suitable for Years 8-12.
M	15+ and over MATURE – Recommended for mature audiences 15 years and over. Suitable for Years 10-12.
MA 15+	MATURE ACCOMPANIED – Restrictions apply to persons under the age of 15. The MA category is legally restricted. Children under 15 will not be allowed to see MA films or hire them on video unless in the company of a parent or adult guardian. Some may be suitable for Years 11 and 12.
R 18+	RESTRICTED – Restricted to adults 18 years and over. The R category is legally restricted to adults. Material, which is given a restricted classification is unsuitable for those under 18 years of age. Material classified R deals with issues or contains depictions that require an adult perspective. Not suitable for high school students.
X 18+	RESTRICTED – Restricted to adults 18 years and over. Not suitable for high school students.

7. Any videos rated above G are not to be used without justification to the parents, parental consent and prior knowledge of the administration team.
8. Internet sites are to be previewed by teachers prior to use with students and be evaluated on the outlined principles in this policy.
9. In the case of Texts being challenged the following process will be followed:
 - The person objecting to text puts concerns in writing
 - The nature of the complaint is to be ascertained:
 - content
 - language
 - concepts
 - relevance
 - religious ideological concerns
 - Refer the matter to a member of the Leadership team

- The teacher/member of Leadership team meets with parent to discuss matter.
 - If appropriate text will be reviewed by staff member.
 - Parents will be informed of final decision.
10. Leschenault Catholic Primary will remove the text if there are sufficient grounds for removal. If appropriate, relevant authorities of the CEO will be notified. The principal will have the final say on the removal of texts. Each complaint will be dealt with separately.
 11. Under exceptional circumstances, where a text is likely to cause genuine distress to a student, consideration will need to be given to removing this child from the classroom while the text is being treated.
 12. This policy also extends to material being brought to school by the students. Where such material is identified as being inappropriate, parents are to be informed of the school's objections and the material removed.
 13. Leschenault Catholic Primary has safeguards to prevent students accessing materials that are of a dubious nature, inappropriate, offensive or irrelevant.

RESOURCE SELECTION PLAN FOR LESCHENAULT CATHOLIC PRIMARY SCHOOL

All learning resources for use by students and staff at LCPS are selected in accordance with this plan, in conjunction with the Catholic Education Commission's Text Selection Policy and approved by the Principal.

In selecting new materials for the Library, staff will ensure that they are aware of:

- Resources already existing within the school
- Available reviews
- The Collection Development Policy of our Library

In selecting new materials for the Library, staff will ensure that all learning resources:

- Support the ethos and educational philosophy of our school.
- Satisfy the following four (4) selection criteria:

1. The resource is appropriate to the target audience.

In order to judge the degree to which the resource is appropriate, the following aspects of the resource are considered:

- General analysis:
 - style
 - pace
 - point of view
 - illustrations
 - relevance
- Use of language in terms of:
 - school community guidelines
 - the level of student
 - value-laden terms
 - clarity of presentation
- Structures in text:
 - Whether the structures help or hinder the reader

- Whether the structures are appropriate for the subject matter
- Issues (especially if controversial) in terms of:
 - Departmental policies especially in the areas of religion, social justice and equity
 - the treatment/approach
 - the potential to offend
 - discriminatory remarks

2. Information is accurate, current and relevant

3. Curriculum match and relevancy, where the following are considered:

- the degree to which the curriculum is matched
- the breadth of application and appeal
- the estimated length of time the content will be relevant

4. Student outcomes are considered in terms of:

Learner details, that is whether:

- the resource improves student knowledge and skills
- the learner requires prior knowledge
- the package encourages the learner to:
 - think
 - question
 - research
 - solve problems
 - interact with others (and to what extent)

Teacher details, that is whether:

- the package enhances the teaching and learning process
- the level of preparation required to use the package effectively
- the teaching/learning styles addressed
- the usefulness for single/groups of students
- inter-activity, if applicable, adds value to the product/program.

Technical details, whether:

- adequate help is available on screen and in the manual;
- the program is easy to learn and reliable to use;
- the screen display is of an acceptable quality;
- links between screens are logical;
- inter-activity (where applicable) adds value to the medium.

The following SELECTION PROCEDURES will apply in our school:

- Staff may request the purchase of resources through the Learning Area Co-ordinator after ensuring that our collection does not already hold an appropriate resource. Requested resources will be assessed for appropriateness against the four selection criteria detailed in this plan.
- Donations will be added to the collection only after they are assessed against the four selection criteria detailed in this plan.
- Material on approval from bookstores/sellers should remain in the school for at least a week to allow for satisfactory evaluation.

We will address challenges to our selected learning resources by:

- Clarifying of the details of the challenge
- Alerting the appropriate staff member (Assistant Librarian/teacher-in-charge of the Learning Areas/Head of Department/Principal) of the details of the challenge
- Immediately acknowledging that the challenge, either verbally or in writing, is a request for reconsideration of a selected resource
- Creating a diary entry or file note of the acknowledgment if the response is verbal;
- Seeking resolution of the challenge through discussion which includes making the requester aware of the school *Learning Resources Selection Plan*
- Requesting completion of our *Request for Reconsideration of Resources* form and following up through consultation with the Principal and Learning Area Co-ordinator.

REQUEST FOR RECONSIDERATION OF RESOURCES AT LESCHENAULT CATHOLIC PRIMARY SCHOOL

Initiated by Telephone No:
Address

RESOURCE QUESTIONED

Book: Author
Title.....
Publisher
Copyright Date

Non-book: Type of resource
(Magazine, video, audio (specify), community resource, Internet site etc)

Title/Name
Publisher or Producer
Other details

Please respond to the following questions. If insufficient space please attach additional sheets of paper.

- (1) Did you view the entire item? If no, what sections did you view?
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- (2) To what do you object? Please be specific.
- (3) What do you believe is the main idea of this material?
- (4) What do you feel might be the result of a student's use of this material?
- (5) Is there any aspect of this material of which you approve?
- (6) Are you aware of any reviews of this material by professional critics?
- (7) In your opinion, for what age group would this material be appropriate?
- (8) Could you recommend other similar material that you consider to be more appropriate?
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Date: **Signed:**

Please return this form to the school principal.