

St John's Primary School

Promulgated: 2009
Reviewed: 2017
To be Reviewed 2021

Selection of Appropriate Texts Policy



*St John's Primary School, as part of the Catholic faith community,
strives to provide a caring, compassionate and supportive environment,
where each person is valued and encouraged
to develop to his/her full potential.*



SELECTION OF APPROPRIATE TEXTS POLICY

Rationale

St John's, as a Catholic school, aims to help students to integrate culture, faith and life. Culture is valued and St John's School promotes discussion and critical thought. The values and attitudes at St John's are founded upon the teaching of Jesus Christ. Therefore, the selection of texts is a rigorous and careful process.

Principles

1. Texts are used to:
 - Support and develop the desired outcomes of St John's School.
 - Address student diversities in culture, gender, special learning needs and socio-economic background.
 - Provide students with learning experiences which access a wide range of knowledge, understanding and skills.
2. Texts enable students to:
 - Develop their unique potential: physical, emotional, creative, spiritual, intellectual, moral and social.
 - Develop a critical understanding of the diversity of beliefs and values found in society and in human experiences.
 - Deepen their understanding of the values of Christ including absolute values such as the sacredness of human life and the dignity of the human person.
3. Some texts, with assistance enable students to challenge dominant societal ideas, particularly stereotypes and undesirable models of human behaviour.
4. Texts dealing with controversial topics or challenging situations will be selected with sensitivity to community expectations.
5. Texts containing gratuitous or extreme violence, or pornographic material, have no place at St John's.

Definitions

1. The term 'Text' refers to a means for communication. *Texts* can be written, spoken or multimodal and in print or digital/online forms. Multimodal texts combine language with other systems for communication, such as print text, visual images, soundtrack and spoken word as in film or computer presentation media.(WA Curriculum)
2. The term 'non-print texts' includes: advertising, artefacts, CD ROMS, documentaries, feature films, radio broadcasts recorded music, short film and television programs.
3. The term 'print texts' includes: Advertising, CD ROMS, comics, current affairs cartoons, diaries, encyclopaedias, essays, feature articles, instruction manuals, journals, letters, magazines, newspapers, novels, novellas, picture books, photo essays, plays, poetry, posters, prayers, short stories, signs, song lyrics, sourcebooks, speeches, storyboards, textbooks, transcripts, web pages and any fiction or non-fiction material.
4. The term visual texts include but is not limited to: Film, video, static images.
5. The term 'audio texts' includes but is not limited to: speeches, radio broadcasts, songs, recited prayers and poems.
6. The term 'multi-modal' includes but is not limited to: webpages and e-books.

Procedures

1. Texts which are made available to students at St John's are generally previewed and evaluated prior to their selection and use. In particular, recommended curriculum materials or syllabus texts still need to be extensively reviewed before inclusion in the library or used in classes.
2. The principal and/or teacher librarian are the first people to consult for advice on the selection of texts and the Office of Film and Literature Classification Guidelines for non-print texts. The document, *Guidelines for the Classification of Films and Videotapes* is available in the library. It should be noted, however, that these guidelines must work within the framework of this document, which forms a part of the ethos of St John's School.
3. 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:

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| G | GENERAL-Suitable for all ages. Suitable for years k-12 |
| PG | PARENTAL GUIDANCE- Parental guidance recommended for persons under 15 years. Suitable for year 8-12. |
| M | 15+ and MATURE- Recommended for mature audiences 15 years and over. |
| MA15+ | 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 an adult guardian or parent. Some may be suitable for years 11 and 12. |
| R18+ | 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. |
| X18+ | RESTRICTED – Restricted to adults 18 years and over. Not suitable for high school students. |

4. This set of guidelines is to be used for any incursions or excursions involving non-print texts.
5. Where the class teacher and a member of the Leadership Team consider the text suitable (e.g. a documentary on the Holocaust which may contain graphic footage) but its rating is above the recommended age group, then permission must be sought from the parent or guardian by letter and reply slip. If a parent or guardian declines consent, then, where possible the student will be provided with an alternative text covering the same concepts.
6. It is not the policy of St John's to abridge a text and no text will be censored by the removal of pages or editing of footage because this contravenes the Copyright Act.
7. If a parent or guardian makes a complaint about the relevance or suitability of a text, the following procedures should apply:
 - The person expressing concern will meet with the teacher librarian and be given a form to complete before, before making an appointment to discuss the suitability of the resource.
 - Before completing the form, the person will read and preview the material in its entirety.
 - The person completes the form and returns it to the teacher librarian

- A meeting time is arranged to discuss the objections.
- If the matter is unresolved meeting will be arranged with the principal, allowing time for the principal to review the material.
- If no resolution is made, then the final decision will rest with the principal. The complainant will then be advised of the final decision via an interview with the principal.

After a complaint, the following alternative actions may result:

- Justification of choice of resource; or
 - Relocation of the resource to a more appropriate age level; or
 - Permanent removal of the resource from the school.
8. St John's Primary will remove a text from its lists if there are sufficient grounds for its removal. If appropriate the relevant authorities at The Catholic Education Office (CEO) and the Curriculum Council will be consulted, after the complaints have been examined. The Principal will have the final say on the removal of a text. In the case of a text having a number of different complaints brought against it, each complaint will be examined independently.
 9. If a member of the general community makes a complaint, the nature of the complaint should be ascertained. The matter should be reported to the principal.
 10. St John's Primary School has Internet safeguards to prevent students accessing materials that are of a dubious nature, inappropriate, offensive or irrelevant.