RTD ACADEMY

School Literary Materials Policy

Policy Number	RTD-LM-001
Effective Date	January 5, 2026
Approved By	RTD Academy Board of Directors
Policy Owner	Kyle Brown, Executive Director
Legislative Authority	Ministerial Order #034/2025, Education Act s. 18(2)(b)

1. Purpose and School Context

This policy establishes standards for the selection, availability, and access of school literary materials at RTD Academy (School Code 2444) in compliance with Ministerial Order #034/2025.

RTD Academy is an accredited funded independent school operating exclusively as an online asynchronous learning environment, specializing in STEM education for students in grades 10 through 12. RTD Academy does not operate a physical school library and does not maintain a collection of books, magazines, comics, graphic novels, or other traditional literary materials. All instructional content is delivered digitally through our online learning management system and consists of teacher-created or teacher-curated course materials focused on mathematics and STEM curricula.

Despite the limited applicability of traditional library standards to our online model, this policy ensures full compliance with the Ministerial Order and applies to all school literary materials, whether in physical or electronic form, that are accessible or available to students through any RTD Academy platform.

2. Standards

In accordance with Ministerial Order #034/2025:

- School literary materials containing any explicit visual depiction of a sexual act (as defined in the Ministerial Order) are not accessible or available to students at RTD Academy, and no such materials will be selected for inclusion in any school resource
- Non-explicit sexual content may be accessible to students in grades 10 and above provided it is age-appropriate and serves a legitimate educational purpose
- RTD Academy will regularly review school literary materials to ensure ongoing compliance

Current status: RTD Academy's school literary materials consist exclusively of digital mathematics and STEM course content, including teacher-created lessons, curriculum-aligned assessments, instructional videos, and links to approved external educational resources. No materials requiring removal under section 2(a) of the Ministerial Order were identified.

3. Selection and Management of Materials

All school literary materials must:

- Align with Alberta Education curriculum outcomes for the relevant course
- Be age-appropriate
- Contain no explicit visual depictions of sexual acts as defined in the Ministerial Order
- Be reviewed and approved by an Alberta-certified teacher before being made accessible to students

The Executive Director maintains oversight of all course content. Any new materials, including external links or third-party resources, must be reviewed for compliance before being made available to students.

4. Review Process

RTD Academy will conduct a review of all school literary materials at least once annually, typically in September. Teachers are responsible for ongoing monitoring of materials within their courses, including periodic review of external links and third-party resources. Any material found to be non-compliant will be removed immediately.

5. Requests for Review or Removal

The following individuals may request that RTD Academy review, change access to, reconsider, or remove specific school literary materials:

- A student enrolled at RTD Academy
- An RTD Academy employee
- A parent of a student enrolled at RTD Academy
- A member of a school council
- A member of the community with a direct connection to RTD Academy

How to submit a request: Requests may be submitted by email to the Executive Director at kyle@rtdacademy.com. The request should identify the material in question, where it is accessible, and the specific concern.

Response timeline: The Executive Director will acknowledge receipt within 5 business days, review the material against the standards in this policy, and communicate a written decision within 15 business days. If the material is found to be non-compliant, access will be removed immediately. Decisions may be appealed in writing to the RTD Academy Board of Directors, who will provide a final determination within 30 business days.

6. Public Listing of Materials

RTD Academy maintains a publicly available listing of courses offered and the types of digital content and approved external resources used in each course at rtdacademy.com. Parents are informed of course-specific materials through course outlines provided at enrollment.

7. Communication and Reporting

This policy is publicly available on the RTD Academy website, included in employee onboarding materials, and referenced in student and parent orientation materials. On request by the Minister of Education and Childcare, RTD Academy will provide any information and reports on school literary materials as required.

8. Exemptions

Per the Ministerial Order, these standards do not apply to learning and teaching resources authorized or approved by the Minister, or material brought into the school environment by a student without the knowledge of any RTD Academy employee.

9. Policy Review

This policy will be reviewed annually by the Executive Director and the Board of Directors. Amendments to Ministerial Order #034/2025 or related legislation will be incorporated in a timely manner.

Role	Signature	Date
Board Chair (Nikki Allen)		
Executive Director (Kyle Brown)		