



Francis Jordan Catholic School

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SELECTION AND USE OF TEXTS POLICY

Rationale

Francis Jordan Catholic School aims to help students to integrate culture, faith and life. Culture is valued and the school promotes discussion and critical thought. The values and attitudes at Francis Jordan Catholic School are founded upon the teaching of Jesus Christ. It is these values and attitudes which inform the selection and use of texts at this school. Therefore, the selection and use of texts is a rigorous and careful process.

Principles

1. Texts are used to:
 - support and develop the desired outcomes of schooling, including the love and appreciation of texts
 - 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, understandings and skills.

2. Texts enable students to:
 - 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.
 - develop a critical understanding of the diversity of beliefs and values found in society and in human experiences
 - develop their unique potential – physical, emotional, creative, spiritual, intellectual, moral and social

3. Texts are not studied in isolation and are related to the contexts of their production and reception.

4. Some texts enable students, with assistance, to challenge dominant societal ideas, particularly stereotypes and undesirable models of human behaviour.

5. Texts dealing with controversial topics or challenging situations need to be selected with sensitivity to community expectations.

6. Texts containing gratuitous or extreme violence, or pornographic material, have no place in a Catholic school.

Definitions

1. The term 'text' refers to all forms of written, spoken or visual communication (Curriculum Framework, 1998).
2. The term 'non-print texts' includes but is not limited to:
advertising, artifacts, CD ROMs, documentaries, film, podcast, radio broadcasts, recorded music, SMS and online material.
3. The term 'print texts' includes but is not limited to:
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, SMS, song lyrics, sourcebooks, speeches, story boards, textbooks, transcripts, web pages and any printed fiction or non-fiction material.

Procedures

1. Texts selected at Francis Jordan Catholic School School are previewed and evaluated prior to their use.
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.
3. In selecting a documentary, feature film, television program, animated film or short film, for viewing by students, the guidelines set by the Office of Film and Literature Classification apply. This classification relates to all school activities:

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.

4. Professional learning will be provided to ensure that teachers have the knowledge and understanding to use the selected text.
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 Francis Jordan Catholic School 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; however it may be appropriate to use particular sections of the text.
7. If a parent or guardian makes a complaint about the relevance or suitability of a text, the complaint should be made in writing to the Principal outlining the nature of the complaint.
8. A committee comprising the Principal, an Assistant Principal and another staff member shall consider the complaint. If it is deemed that the complaint is a legitimate one, then the text shall be removed immediately. This decision shall be relayed to the complainant. The Catholic Education Office of Western Australia shall be informed of the complaint and subsequent decision.
9. If the complaint cannot be resolved, the Principal and/or member of the Catholic Education Office shall meet the parent or guardian to discuss their concerns.
10. If the complaint still cannot be resolved, the Catholic Education Office shall be consulted. 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.
11. 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.

12. Francis Jordan Catholic School has safeguards to prevent students accessing materials that are of a dubious nature, inappropriate or offensive.

Revised: 2016

Due for Review: 2019