

1. **Purpose:**

George Washington Academy (GWA) will adopt learning materials that are in alignment with the GWA charter and with content and instructional philosophies of the Utah State Core Curriculum and Utah Effective Teaching Standards. These materials will be used as the principal source of study and provide comprehensive coverage of course content.

2. **Policy:**

Students will have access to current and legally compliant learning materials. GWA will follow efficient adoption and review procedures outlined in this policy for all content areas.

3. **Definitions:**

- a. "Learning material" means any learning material or resource used to deliver or support a student's learning, including textbooks, reading materials, videos, digital materials, websites, and other online applications used for any purpose, excluding the school library. This includes in-classroom collections, sometimes referred to as "Classroom Libraries." Learning material includes "instructional material" and "supplemental material" as defined below.
- b. "Instructional material" means learning material that the GWA Board adopts and approves for use within the George Washington Academy.
- c. "Supplemental material" means learning material that:
 - i. an educator selects for classroom use; and
 - ii. the GWA Board has not considered and adopted, approved, or prohibited for classroom use within the school.
- d. "Sensitive material" means a material that is pornographic or indecent material as that term is defined in UCA §76-10-1235.
 - i. For the purpose of this policy, sensitive material also includes material that promotes suicidal ideation, parasuicide or self-harm; or contains content not age appropriate for the school's age group due to vulgarity or violence; when:
 1. taken as a whole, does not have serious value for minors.
 2. Serious value includes only serious literary, artistic, political or scientific value for minors.
 - ii. "Sensitive material" does not include non-fiction material:
 1. for medical courses;
 2. for family and consumer science courses; or
 3. for another course the Utah State Board of Education ("USBE") exempts in USBE rule.
 4. Non-fictional material exempted under this section may contain fictional components used to explain a concept.

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- e. “Age Appropriate” means generally suitable for students of the same age or level of social, emotional, and cognitive development when taking into consideration the ages of all minors who will be exposed to the material.
- f. “Prohibited material” means:
 - i. sensitive material,
 - ii. or any material that has been identified by the GWA Board, Administration or the GWA Curriculum Committee as prohibited for classroom use.
- g. “Challenge” means a request for review of learning material found in the school, excluding the library, and used for an instructional purpose. An individual with standing may challenge material by filing Form 565F1, “Request for Review of Supplemental Materials” form.
- h. “Curriculum Committee” as defined by GWA Board bylaws.
- i. “Standing” means the right to challenge learning materials at GWA.
 - i. Only parents and guardians, employees, and board members, with constituents that are currently enrolled and attending, have standing to challenge learning materials.
- j. “Constituents” means the individuals attending George Washington Academy.
- k. “Content Standards” mean the Utah State Core Curriculum and Utah Effective Teaching Standards.
- l. “Open-ended resource” means any online learning material that GWA does not contract with to provide services, does not control, and contains a potentially infinite number of accessible materials.

4. Learning Material selection and deselection

- a. Learning material shall be selected by each educator in compliance with this policy.
- b. Educators should first consider learning material within the USBE Recommended Instructional Materials (“RIMS”) for any selection.
- c. Prohibited materials shall not be selected as learning material.
- d. All learning materials used must be directly related to the Utah Core Content Standards.
- e. Educators must exercise caution when selecting learning materials and shall ensure that such materials are age-appropriate and align with the school's educational goals and community standards.
- f. Any learning material that is deemed inappropriate or not aligned with the Utah Core Content Standards shall not be used.
- g. If an educator is uncertain whether learning material is prohibited by law, the educator must consult with the Executive Director or designee before using it.
- h. Learning material that is software or online tools are subject to the same review as any other supplemental or instructional material..
- i. In compliance with UCA §53G-4-402 (24)(e), any contract for learning material that is online or digital materials must include a provision that the provider give notice to GWA for any material changes, excluding regular informational updates on current events.
- j. Supplemental material
 - i. GWA shall have the discretion to select learning materials for use by the school. GWA may select learning materials recommended by the USBE or other learning materials it considers appropriate to teach the standards.
 - ii. GWA must follow all established purchasing and inventory procedures.

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- iii. In compliance with UCA §53G-4-402 (24)(a)(iii)(B), nothing in this policy shall prohibit GWA from prohibiting specific material within schools.
 - iv. Any use of open-ended resource requires that the educator:
 - 1. Use GWA approved digital citizenship practices.
 - 2. Provide appropriate supervision.
 - 3. Provide appropriate Internet Content Filtering.
 - 4. For open-ended resources, educators may only use those approved through GWA’s software approval process.
 - v. A person with standing may challenge an educator’s use of supplemental material in accordance with the procedures outlined in Section 6 of this policy.
- k. Instructional material
- i. Learning material selected or supported at the school level is considered instructional material and must be adopted and approved by the school board in an open meeting in compliance with UCA §53G-4-402.
 - ii. Selection will be handled by the Curriculum Committee, established by the GWA Board.
 - iii. Learning material currently being recommended for adoption will be announced on the board meeting agenda.
 - iv. At least two public meetings will be held before adopting or approving the learning material to provide two opportunities for GWA educators and parents of students enrolled in GWA to express views and opinions on the recommendation prior to Board adoption. Once learning materials have been adopted by the Board, they are “instructional materials.”
- l. Deselection and Removal
- i. Any Learning material identified as Sensitive material or Prohibited material under this policy, shall also be removed from use as Learning material.
 - ii. Materials may be deselected
 - 1. That do not meet the requirements for material selection,
 - 2. do not currently align or relate to the subject curriculum or educational goals of the course.

5. Transparency

- a. All Instructional material used by George Washington Academy shall be readily accessible and available for a parent to view, in compliance with UCA §53G-4-402 (24)(b)(i). Content formats and access rights may vary, therefore we commit to making material, at a minimum, accessible at GWA onsite in physical or digital format upon prior appointment.

6. Procedure for Review of Learning Material

- a. Because instructional material is adopted by the Board following public notice and public input, instructional materials may not be challenged. Supplemental material may be challenged by a person with standing in accordance with the procedures set forth below.
- b. The school official, staff member, or board member receiving a complaint about supplemental material being used by an educator in a school shall refer the individual to the educator using the

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- supplemental material. The educator will meet with the individual and explain the intended purpose and use of the supplemental material in question.
- c. If the individual is not satisfied after meeting with the educator, the individual shall be referred to the executive director.
 - d. If, after an informal meeting with the executive director, the individual wishes to file a Request for Review of Supplemental Materials, formally challenging the supplemental material, the executive director or designee shall provide and explain the procedures in this policy.
 - e. Individuals with continued objections to supplemental material shall:
 - i. read or review the supplemental material as a whole before filing a Request for Review of Supplemental Materials.
 - ii. consider the criteria for selecting learning material as explained.
 - f. If the individual chooses to file the form in a formal challenge, the individual must articulate the basis for the challenge. Individuals seeking to challenge material shall complete the process outlined in this policy for each challenged material.
 - g. Upon receipt of the completed Request for Review of Supplemental Materials Form, the Executive Director or designee shall convene the Curriculum Committee for supplemental materials.
 - h. Supplemental Material Review Process.
 - i. Each member of the Curriculum Committee shall read challenged supplemental material that is written in its entirety or review the non-written challenged supplemental material as a whole prior to participating in committee discussions or participating in decision making.
 - ii. The Curriculum Committee will make a determination about the challenged material based only on the following factors:
 - 1. Whether the supplemental material constitutes sensitive material. In deciding whether the material constitutes sensitive material, the Committee must consider all elements of the definitions of pornographic or indecent materials as defined in Utah Code §76-10-1235, §76-10-1201, §76-10-1203, and §76-10-1227.
 - 2. Whether the supplemental material is age appropriate due to vulgarity and/or violence. In deciding whether the material is age appropriate due to vulgarity and/or violence, the Committee must consider the material taken as a whole and consider whether it has serious literary, artistic, political, or scientific value.
 - 3. The Committee shall use objective criteria to determine the supplemental materials serious literary, artistic, political, educational or scientific value, and may include reliable, expert reviews of the supplemental material or other objective sources. Those on the Committee may rely on their experience and background and contemporary community standards to determine whether the supplemental material is or is not age appropriate.
 - iii. The Curriculum Committee's decision shall be made by a simple majority of Committee members who participate in the review.

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- iv. The Curriculum Committee shall review no more than two (2) different challenged supplemental materials for every two meetings, thereby allowing Committee members to make sound decisions and to be considerate of Committee members' time.
- v. Potential actions of the Curriculum Committee may include:
 - 1. Retain the supplemental material,
 - 2. Remove the supplemental material from the educator's curriculum, or
 - 3. Where the supplemental material is being used school-wide, remove the supplemental material from some school classrooms in which the committee determines that the supplemental material is not age appropriate for that course's target student population.
- vi. The Curriculum Committee shall write a rationale for the committee's decision, including:
 - 1. Formal findings,
 - 2. Reason for the recommended action based on the factors identified in this Policy, and
 - 3. Recommended age-appropriate level (if applicable).
- vii. This rationale shall be provided with the action regardless of the recommended action.
- viii. The Curriculum Committee Chair shall provide the individual challenging the material with a written decision of the Committee's determination.
- ix. The determination of the Curriculum Committee shall be documented.
- x. If the supplemental material is being used school-wide and the Curriculum Committee approves total removal of the material from the School, the challenged supplemental material shall not be selected for future purchases or used in the future within the school.
- i. If the Curriculum Committee decision is not satisfactory to all parties, said parties shall submit a formal written request for appeal stating their rationale and assessment.
- j. Upon receipt of an appeal, The Curriculum Committee Chair shall form and reconvene the Curriculum Committee with the addition of the Executive Director and an additional Board Member.
- k. If the Curriculum Committee determines to retain the challenged supplemental material, the same material may not be subject to a second challenge for at least 3 years.
- l. An individual challenging supplemental material is limited to 3 challenges to materials per school calendar year.
- m. The Curriculum Committee decisions are final decisions and not subject to appeal through the GWA Board.
- n. If the Committee identifies supplemental material that contains sensitive material with no serious value for minors as defined in UCA §76-10-1227 (2)(c)
 - i. The Committee should refer that supplemental material to GWA Administration for ratification of the finding, and upon ratification:
 - 1. Removal of the supplemental material throughout George Washington Academy (including the GWA Library).