Instructional and Library Materials Policy

Purpose
Mana Academy's (the "School") Instructional and Library Materials Policy is to support the School's charter, mission, vision, goals, and curriculum. Mana Academy is committed to protecting Mana students from the harmful objective instructional materials deemed harmful, as outlined in Utah Code §§ 53G-10-103, 53G-4-402, and 53G-5-404.

Compliance
The School will comply with state and federal law and Utah State Board of Education rules in connection with its library media program as outlined in Rule R277-628-3.

Collection Access
Information regarding Library Acquisitions and Collections:

- Information regarding the school library's collection is available upon request from the school's designated library personnel and the school's website.

Materials Objectives
The objectives of the School are to:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and character development;
- Provide a background of information that will enable students to make intelligent judgments in their daily lives;
- Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
- Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our national heritage and the world community.

Materials Selection and Acquisition

Responsibility
Although the selection and acquisition process involves many members of the School community, administration, faculty, or parents/guardians, the responsibility for coordinating the selection and purchase of all types of school learning tools rests with the professional staff under the direction of the Director.

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Selection Criteria

Materials selected will be:

- Accessible to students of varied abilities;
- Appropriate for students with special needs;
- Prioritized by, supportive of, and consistent with the Charter and state standards.
- High quality in terms of content and presentation;
- Representative of the most current available research on the topic;
- Balanced in viewpoint when dealing with material discussing sensitive issues such as religion, social theory, or politics;
- Appropriate in format, durability, and cost for the intended use;
- Age appropriate for the emotional development, ability level, learning styles, and intellectual development of the students.

Materials Selection Procedures:

Instructional and Library materials that are selected shall comply with the Mana Academy Charter, applicable Utah state law, and Utah State Board of Education rule and meet the objectives, and selection criteria stated in this Policy. Selection of all purchased instructional and library materials shall be based on a combination of five or more of the following criteria:

- Contribution and relevance to the core standards;
- Teacher, parent, and student request;
- Factual content is accurate and reliable;
- Timeliness and/or permanence;
- Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel;
- Contributes to a balanced perspective;
- Potential appeal and interest;
- Recreational reading needs of students;
- Artistic quality and literary style;
- Reputation and significance of author, producer, publisher;
- Uniqueness, diversity, and/or heritage of the state, region, or community;
- Support of second language learners;
- Support of special needs students; and
- The merit of the work as a whole.

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Reviewing Sensitive Materials

Process for Initial Review of Sensitive Materials

Initial Reviewers: Mana Academy shall designate a **Materials Review Committee** of three or more staff members, chaired by the Director or Assistant Directors, responsible for making initial objective sensitive material determinations on existing and future instructional and library materials.

Process for Secondary Review of Challenged Materials

When a parent/legal guardian of a current Mana Academy student or a Mana Academy employee member objects to a book or media item that has passed the initial review process and they believe it violates Utah state law, a secondary review reconsideration process will be initiated, as outlined below:

Materials Reconsideration Process:

- Mana Academy's Director will organize a **Reconsideration Review Committee** up to three or more staff members appointed by the Director, and at least one parent. Staff can also be the members of the initial Materials Review Committee. The Director or Assistant Director will chair the committee.
- The committee will notify the Mana Academy community that a book is being reconsidered and provides a 30-day window to allow the school community comments through a survey.
- The Director shall call a committee meeting to review a submitted Reconsideration of Instructional and Library Materials Form. Each committee member shall receive a copy of the challenged material before the meeting and the submitted Reconsideration of Instructional and Library Materials Form.
- Before the meeting, committee members shall read the challenged material and the Reconsideration of Instructional and Library Materials Form. The committee shall have 45 days to respond.
- Individuals responsible for procuring the material cannot serve on the secondary review committee.
- The individual who brought the challenge cannot serve on the secondary review committee.

Challenging an Instructional/Library Material

Any parent/legal guardian of a current Mana student or employee may formally challenge instructional and library materials by completing a request for Reconsideration of Instructional and Library Materials Form. Form is available at this link. All challenges to the school instructional and library materials shall be submitted to the Director on the school form.

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The committee members shall discuss the challenged materials based on the Instructional and Library Materials policy. The committee shall determine by majority vote the disposition of the challenged material. Options shall include:

- **Retain** - If the challenged material meets appropriate selection criteria and state code, it shall remain in full circulation. Mana Academy will specify restrictions and rationale for retaining the Instructional or Library Materials.
- **Restricted** - If the challenged material meets appropriate section criteria and state code but is not appropriate for all students, the committee shall restrict access to the material. Mana Academy will specify restrictions and rationale for restricting the Instructional or Library Materials.
- **Remove** - If the challenged material does not meet appropriate selection criteria or state code, it shall be removed from the school. Mana Academy will specify restrictions and rationale for removing the Instructional or Library materials.

Appeal Process

The Director, or a designee, shall reply to the challenger explaining the committee's decision within three (3) school days. The challenger may appeal the committee's decision to the Mana Academy Board of Trustees if they feel the Materials Reconsideration Process was not followed. They will have ten (10) school days after receiving the committee's decision to appeal in writing. If the challenger is still dissatisfied, they may appeal to the Utah State Board of Education.

Disposal Protocol

If a material is found to be in violation, the removal and disposal process shall be the following:

- Physical removal of the material from student access.
- Communication with vendors and publishers regarding the decision.
- Legal disposal/destruction of removed materials, prohibiting their sale or distribution.

Other Considerations

Individual Material Opt-Out

Mana Academy respects individual values and beliefs. If a book or media item is personally objectionable, a family may submit a request for their child or children to be excused or restricted from using it. A form will be sent home for a parent/legal guardian signature to opt out. If the book or media item is part of school curriculum or instruction, the teacher will provide an alternative course to meet the instructional goal.

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Staff Compensation
LEA employees required to participate on a sensitive materials review committee outside of their regular contract hours shall be compensated for their time.

Donations
Mana Academy will only accept instructional and library materials donations that are currently on the library circulation list.

Approved 10.28.2026