



INSTRUCTIONAL MATERIALS ADOPTION POLICY

1. Instructional Materials Adoption Procedures
 - a. The Director shall develop procedures for selection and adoption of primary instructional materials.
 - b. Procedures shall provide for:
 - i. required participation in a primary instructional materials adoption cycle;
 - ii. establishment of primary instructional materials evaluation adoption committees;
 - iii. review of state recommended instruction materials (RIMs) and identification of the instructional materials most appropriate for use in the LEA;
 - iv. identification of funding for the adoption process, implementation and professional development costs;
 - v. identification of funding for new primary instructional materials adoption and support material costs;
 - vi. establishment of procedures for the reuse or disposal of primary instructional materials in the school.
2. Instructional Materials Alignment with Core Standards
 - a. Before the LEA may purchase any primary instructional materials, the proposed materials must have been mapped and aligned to the Core by an independent party as required by Utah Administrative Code R277-469-8 and UCA § 53E-4-408.
3. Instructional Materials Evaluation, Adoption, and Discontinuation Committee
 - a. The composition of the Instructional Materials Evaluation, Adoption, and Discontinuation Committee and procedures for the Committee shall be developed by the Director.
4. Implementation and Budget Procedures
 - a. The Director shall prepare annual budget projections for the primary instructional materials adoption and oversee the purchase of newly adopted primary instructional materials.
 - b. The budget projections shall be submitted to the Board for inclusion in the annual budget process.
 - c. The Gateway Preparatory Academy Board shall allocate available funds for the purchase of the new primary instructional materials adoption, support materials,



and consumable instructional materials. The Director and Committee shall be responsible to oversee the selection, acquisition, and implementation of primary instructional materials and support materials.

5. Appeals Procedure for a Member of the Community

- a. STEP 1 – **Complaint Referred to Teacher**, Questions, concerns, or complaints from a patron(s) regarding instructional materials or supplemental enrichment books or information shall be referred first to the teacher using the work or material
 - i. Every effort should be made to resolve the issue at this informal stage.
 - ii. A standard option is to choose an alternative work for the student to read if the patron and/or the student objects to the work being studied.
- b. STEP 2 – **Conference**, If the question or concern is not resolved in Step 1, a conference shall be held that includes the patron(s), the teacher, and a school administrator.
- c. STEP 3 – **School Review**, If the situation is not resolved under Step 2 and the patron(s) requests that the work be removed from the school curriculum, the patron(s) may submit a formal request in writing to have the work/material in question reviewed by the members of the Committee and Director
 - i. Upon receipt of the formal written request, the director shall convene a meeting within ten (10) school days to review the work in relation to its merits and its use in the curriculum.
 1. The Director and Committee shall make recommendations as to the continued use and submit the recommendations to the Gateway Preparatory Academy board.
 2. A copy of the recommendations shall be sent to the patron(s)

6. PROCEDURES FOR DISPOSAL OF SURPLUS USEABLE INSTRUCTIONAL MATERIALS

- a. The Director shall develop procedures for the disposal of surplus useable instructional materials.

Board Reviewed and Approved: March 12th, 2020