

# Merit Preparatory Academy

## Instruction Material Policy and Procedure



1. PURPOSE AND PHILOSOPHY To improve the academic performance of students in all subjects and the core standards for Utah public schools through:

- A. an improved instructional program that provides professional development;
- B. coordination of curriculum with Merit adopted content standards;
- C. disposal of unused textbooks and instructional materials.

2. INSTRUCTIONAL MATERIALS ADOPTION POLICY

- A. Instructional Materials Adoption Procedures
- B. Instructional materials support the mission of Merit.
- C. Instructional materials can be used to cover essential standards.
- D. Instructional materials

2.1.2. Procedures shall provide for:

- [a] required school-wide participation in a primary instructional materials adoption cycle;
- [b] establishment of a school primary instructional materials adoption schedule which shall be reviewed and adjusted annually by Administration in consideration of funding availability, publication dates of new materials, identified needs, etc.;
- [c] establishment of primary instructional materials evaluation adoption department committees;
- [d] review of state recommended instruction materials (RIMs) and identification of the instructional materials most appropriate for use in the school;
- [e] identification of funding for the adoption process, implementation and professional development costs;
- [f] identification of funding for new primary instructional materials adoption and support material costs;
- [g] establishment of procedures which require coordination between the school Director, Department Chairs, the Finance Department, and the Vendors to ensure efficiency and price advantage in the purchasing process of the primary instructional materials adoption; and
- [h] establishment of procedures for the reuse or disposal of primary instructional materials in the schools.

2.2. Instructional Materials Alignment with Core Standards

2.2.1. Before the school 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.

2.2.2. Any supplemental or supportive instructional materials must support Merit standards.

2.2.3. Free instructional materials are subject to the same requirements of sections 2.2.1 and 2.2.2 above.

2.3. Instructional Materials Evaluation and Adoption Team

The composition of the Instructional Materials Evaluation and Adoption Team and procedures for the Team shall be developed by the Administrator over teaching and learning, board members, and department chairs.

**4I-200 Instructional Materials Adoption, Acquisition, Replacement, Disposal and Appeal Procedures Page 2 of 3**

2.3.1. Sexual Education Policy:

[a] Parents/guardians should be informed prior to any discussion / teaching of Sexual Education.

[b] The material used will be accessible to parents / guardians for review.

[c] Parents / guardians may opt out of such instruction upon which students may be given alternate assignments. Opting a student out of instruction will not result in any negative consequences to the student's grade.

#### 2.4. Implementation and Budget Procedures

The Teaching and Learning Administrator shall prepare annual budget projections for the primary instructional materials adoption and oversee the purchase of newly adopted primary instructional materials.

2.4.1. The budget projections shall be submitted to the Board for inclusion in the annual budget process.

2.4.2. The Board shall approve the allocation of available funds for the purchase of the new primary instructional materials adoption, support materials, and consumable instructional materials. The Teaching and Learning Administrator and Department Chairs shall be responsible to oversee the selection, acquisition, and implementation of primary instructional materials and support materials.

#### 2.5. Appeals Procedure for a Member of the Community

##### 2.5.1. 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

[a] Every effort should be made to resolve the issue at this informal stage.

[b] 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.

##### 2.5.2. 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, the department chair, and a school administrator.

##### 2.5.3. 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 subject matter department (English, science, etc.)

[a] Requests for review shall be submitted

[b] Upon receipt of completion, the appropriate department shall convene a meeting within ten (10) school days to review the work in relation to its merits and its use in the curriculum.

(i) The Department shall make recommendations as to the continued use and submit the recommendations to the school Director.

(ii) A copy of the recommendations shall be sent to the patron(s) and the school Teaching and Learning Administrator.

[c] Steps 2 and 3 may be combined, i.e., when the department is limited in numbers of teachers.

##### 2.5.4. STEP 4 – Board Review

If the patron(s) finds the results of the school review unsatisfactory, a review will be conducted at the Board level under the direction of the Director and/or Administrator of Teaching and Learning.

[a] The Teaching and Learning Administrator or content specialist shall make the arrangements for the committee members, determine the meeting schedule and participate in the Board Review Process. The Board Review Committee will follow administrative procedures developed by the Administrator of Teaching and Learning

#### **4I-200 Instructional Materials Adoption, Acquisition, Replacement, Disposal and Appeal Procedures Page 3 of 3**

### **3. PROCEDURES FOR DISPOSAL OF SURPLUS USEABLE INSTRUCTIONAL MATERIALS**

Disposal of surplus usable instructional materials will be determined by Administration.

#### **DEFINITIONS**

“Curriculum alignment” means the assurance that the material taught in a course or grade level matches the standards, objectives and assessments set by the state or school district for specific courses or grade levels.

“Curriculum map” means a visual representation, a tool for assisting developers to conceptualize shared visions and values which will drive the curriculum as a whole. Sometimes called a concept map, this tool clarifies a plan for knowledge construction; it shows the links and relationships between concepts.

“Instructional materials” means systematically arranged content in text or digital format which may be used within the state standards framework for courses of study by students in public schools, including text books, workbooks, computer software, online or internet courses, CDs or DVDs, and multiple forms of communication media. Such materials may be used by students or teachers or both as principal sources of study to cover any portion of the course. These materials: (1) shall be designed for student use; and (2) may be accompanied by or contain teaching guides and study helps; (3) shall include all textbooks, workbooks and student materials and supplements necessary for a student to fully participate in coursework; and (4) shall be high quality, research-based and proved to be effective in supporting student learning.

“Primary instructional material” means a comprehensive basal or Core textbook or integrated instructional program for which a publisher seeks a recommendation for Core subjects designated in Utah Administrative Code R277-700-4, 5, and 6.

“Recommended instructional materials (RIMs)” means the recommended instructional materials searchable database provided as a free service by the USOE for the posting of evaluations and alignments to the core standards of instructional materials submitted by publishers and on the public website of the publisher, if applicable, for review by the Commission and approval of the State Board.

#### **REFERENCES**

Utah Code Title 53G, Chapter 7, Part 6 – State policy on providing textbook.

Utah Code Title 53E, Chapter 4, Part 4 – State Instructional Materials Commission

Utah Administrative Code R277-407 – School Fees.

Utah Administrative Code R277-433 – Disposal of Textbooks in the Public Schools.

Utah Administrative Code R277-469 – Instructional Materials Commission Operating Procedures.

Utah Administrative Code R277-700 – The Elementary and Secondary School General Core

#### **FORMS AND OTHER LINKS**

Primary Instructional Materials Adoption Administrative Procedures

Instructional Materials Request for Review/ District Level Procedures

Citizen's Request for Reconsideration of a Work  
Instructional Material Disposal Administrative Procedures

Board Approved: October, 2019