



| POLICIES AND PROCEDURES | |
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| Policy: INSTRUCTIONAL MATERIALS COMMISSION | |
| Index: | Monitoring: As Needed |

1. PURPOSE

The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) follows all state rules and regulations regarding reviewing and selecting instructional materials.

2. POLICY

2.1. Review and Selection of Textbooks and Instructional Materials

- 2.1.1. All instructional materials must be reviewed and recommended prior to being used or purchased.
- 2.1.2. Materials posted on the Utah State Board of Education Recommended Instructional Materials (RIMS) searchable database will be considered appropriate for use or purchase unless the School has limited the selection of materials for a specific area.
- 2.1.3. School-level instructional review committees also review and recommend instructional materials for use in School courses of study.
- 2.1.4. Recommended instructional materials must:
 - 2.1.4.1. be consistent with the Utah Core requirements;
 - 2.1.4.2. be mapped and aligned to the Utah Core and state adopted assessments, if planned for use as primary materials;
 - 2.1.4.3. provide an objective and balanced viewpoint on issues;
 - 2.1.4.4. be appropriate to varying levels of learning and include enrichment and extension possibilities;
 - 2.1.4.5. reflect the pluralistic character and culture of the American people, and provide accurate representation of diverse groups;
 - 2.1.4.6. be accurate, factual, high quality, research-based, and proven to be effective in supporting student learning;
 - 2.1.4.7. be arranged chronologically, systematically, or both;
 - 2.1.4.8. reflect contributions from authors, artists, or appropriate experts in the field that represent diverse viewpoints, ethnic and cultural backgrounds, and experiences;
 - 2.1.4.9. be free from sexual, ethnic, age, gender, or disability stereotyping and bias; and
 - 2.1.4.10. be of acceptable technical quality.
- 2.1.5. School-level review of instructional materials for adoption will be done approximately every seven years, upon direction from the board, and/or when a new state core standard is adopted. Unless a change of circumstances requires an earlier re-examination of the instructional material, approval is effective until the next review cycle. A School curriculum supervisor or coordinator will organize School-level instructional material review committees. These committees will



include teachers from various schools and grade levels, along with parent representatives. Review committees will:

- 2.1.5.1. study the core standards for the areas being reviewed in order to become familiar with the content area's standards, objectives, and indicators;
 - 2.1.5.2. use the REDSAAM Curriculum Review Guide for reviewing materials for recommendation;
 - 2.1.5.3. establish a timeframe for the review process;
 - 2.1.5.4. review instructional materials to determine which will be formally evaluated;
 - 2.1.5.5. review instructional materials and select one to three instructional packages to recommend; and
 - 2.1.5.6. submit books that are being recommended for purchase to the executive director of academics for approval.
- 2.1.6. Given that all materials must be reviewed prior to purchase to ensure appropriateness for use in School courses of study, schools may request that individual materials be reviewed at any time. Schools may ask the executive director of academics to initiate a review process.
- 2.1.7. Advanced placement, international baccalaureate, concurrent enrollment, and college-level materials will not generally be reviewed for recommendation at the executive level. Schools, under the direction of the principal, are expected to review these materials for appropriateness consistent with program requirements, state law and board policy.
- 2.1.8. All curriculum that the School uses shall be readily available for parents to view.
- 2.1.8.1 Parents will be notified annually of how to access the School's curriculum, and information on how to access this information will be made available on the School's website.
- 2.1.9. Purchase of Instructional Materials
- 2.1.9.1. All instructional materials must be purchased in a manner consistent with the Utah Procurement Code and applicable board policies and standard operating procedures. As part of any procurement contract for the purpose of purchasing core instructional materials, the School shall include National Instructional Materials Accessibility Standard contract language in all contracts with publishers.
- 2.1.10. Equivalence in Curriculum Materials and Instructional Supplies
- 2.1.10.1. Supplies are allocated at the same amount per student for each School site. All schools shall be provided with the same level of base funding per student for curriculum and instructional materials. The director of academics shall maintain records of the quantity and quality of instructional materials and equipment at each school.

DEFINITIONS

REFERENCES

[R277-469: Instructional Materials Commission Operating Procedures\(PDF File\)](#)

RELEVANT LINKS

[REDSAAM Curriculum Review Guide](#)

DOCUMENT HISTORY

Adopted: 2/15/23

Revised: