



# Textbook and Instructional Materials Policy

Policy Number: 3304

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## I. Purpose

The Summit Academy Board of Trustees recognizes the need and values of textbooks and instructional material that are in alignment with the Summit Academy Charter Schools, and the Utah State Standards Curriculum. These materials will be used as the principal source of study and provide comprehensive coverage of course content. The design and implementation of the instructional program will be consistent with the LEA's adopted mission and applicable goals, state laws, and State Board of Education rules.

## II. Definitions

- A. Instructional Materials: Systematically arranged content in text, digital, Braille and large print, or audio format which may be used within the state curriculum framework for course of study by students in public schools. Instructional materials are the resources used by educators to promote student learning. These materials may be commercially available or LEA-created and include digital resources and print resources. Courses that do not have an instructional guide will have approved instructional materials listed in the course disclosure. Instructional materials include:
  - a. Textbooks;
    - i. Any printed book that is required for participation in a course of instruction: books used in classes for which textbooks are generally not adopted at the state level.
  - b. Workbooks:
  - c. Computer software:
  - d. CD's or DVD's: and
  - e. Multiple forms of communication media
- B. Disposal: The disposal of assets or securities through assignment, sale, or another transfer method.
- C. Curriculum Committee: the members of the Curriculum Committee will be selected from and in representation of principals, teachers, instructional support specialists, parents and other school and LEA personnel as appropriate according to assignment and subject matter expertise.

## III. Policy

- A. LEA wide curriculum materials are selected by the Curriculum Committee in accordance with **Utah Admin Rule R277-469** and approved by the Summit Academy Board of Directors in compliance with ADA.
- B. Intervention materials are approved by the principal; or designee



- C. Supplemental materials are selected by individual teachers for use as part of a particular lesson or lessons. It is recommended that teachers have a colleague or administrator review materials to ensure appropriateness for student use in classroom.
- D. Purchases of instructional materials will follow LEA fiscal policy.
- E. School assemblies or events utilizing guest lectures or live presentations for the student body or LEA community shall be reviewed and approved by the Principal or Executive Director.
- F. Sex Education Material are selected by the Sex Education Curriculum Committee and approved by the Summit Academy Board of Directors in accordance with **Utah Code 53G-10-402 and Utah Admin Rule R277-474.**
- G. Disposal of Textbooks: Summit Academy Schools will not dispose of any textbooks used without first notifying all other school districts in the state of its intent to dispose of the textbooks in accordance with **Utah Code R277-433.**

**IV. References**

Utah Code R277-433  
Utah Code R277-469  
Utah Code 53G-10-402  
Utah Code R277-474

**V. Attachments**

N/A

**VI. Revision History and Approval Date**

Version 1: October 27, 2022: Original Date of Approval

Version 2: October 17, 2024: Addition of parents to curriculum committee

Approval: January 19, 2023

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