



**Official Policy
of
Ogden Preparatory Academy**

4. Curriculum and Instruction

4.08.POL Curriculum Adoption, Appeal, and Review

Effective/Revision Date: 02/18/2021

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1. Instructional Materials Adoption Policy
 - a. OPA Administration shall develop procedures for the adoption of primary instructional materials. Procedures shall provide for the following:
 - i. school-wide participation in instructional materials adoption cycle;
 - ii. establishment of a instructional materials adoption schedule;
 - iii. review of state recommended instruction materials (RIMs) and
 - iv. identification of the instructional materials most appropriate for use at OPA;
 - v. identification of funding for the adoption process, implementation and professional development costs;
 - vi. identification of funding for new primary instructional materials adoption and support material costs;
 - vii. coordination to ensure efficiency and price advantage in the purchasing process of the primary instructional materials adoption; and
 - viii. establishment of procedures for the reuse or disposal of instructional materials.
 - b. Utah Core Standards alignment
 - i. Primary instructional materials must align with the Utah Core Standards.
 - ii. Supplemental or supportive materials must support OPA standards and the Utah Core Standards.
 - iii. Free materials are subject to the same requirements as purchased materials.
2. Appeal Policy for Community Members. Should a community member (parent, student) have an issue with the curriculum materials being used, the process for appeal is as follows.
 - a. Teacher
 - i. Every effort shall be made to resolve issues between the teacher and the community member.
 - ii. Substitute materials may be provided if reasonable and available.
 - b. Administration

- i. If the situation is not resolved with the teacher, a conference shall be held with the teacher, the community member, and an administrator.
- c. Board
 - i. If the situation is not resolved with the administration, the community member or administrator may submit a request to the OPA Board of Directors for review.

Document History

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Legal References

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