

## **Appeal and Review Process for the Adoption of Instructional Materials**

Effective Date: 20 May 2025

### **Purpose**

The purpose of this policy is to comply with [Utah State Code 53G-10-402](#), which requires each Local Education Agency (LEA) governing board to establish an appeal and review process for the adoption of instructional materials. This policy ensures transparency, fairness, and accountability in the selection and adoption of instructional materials within Utah Military Academy.

### **Definitions**

1. Local Education Agency (LEA): Utah Military Academy
2. Instructional Materials: Materials used in the classroom or school, which includes books, media, and all written content.
3. Supplemental Instructional Materials: Images and content that are not primary instructional resources
4. Governing Board: The School Board for Utah Military Academy.

### **Adoption of Instructional Materials**

1. Utah Military Academy (UMA) Charter School Governing Board shall develop a comprehensive process for the adoption of instructional materials. UMA shall review the instructional materials, curriculum, media, and guest speakers through its Curriculum Materials Review Committee and approved by the LEA board relating to maturation/sex education instruction in any course: Health Education, CTE Health Sciences, CTE Family Consumer Science, Science courses, Psychology.
2. The instructional materials adoption process shall be in compliance with [Utah State Code 53G-10-402](#), and any applicable regulations and guidelines set forth by the Utah State Board of Education.
3. Under the direction of the governing board, the Director of Curriculum & Instruction shall establish a committee responsible for reviewing and evaluating instructional materials for adoption.
4. The committee shall consider multiple factors in the evaluation process, such as alignment with state standards, accuracy, appropriateness, evidence-based effectiveness of the proposed content, instructional quality, cultural relevance, accessibility, and cost-effectiveness.

5. The committee shall document the evaluation process, including meeting minutes, recommendations, and any dissents or concerns raised during the review.

### **Appeal Process**

1. Individuals or groups who wish to appeal the adoption or use of instructional materials or supplemental instruction materials may submit a written appeal to the Director of Curriculum & Instruction.

2. The appeal must clearly state the grounds for the objection, providing specific references to the instructional materials and/or supplemental materials in question.

3. The Director of Curriculum & Instruction shall review the written appeal, consider any additional evidence or testimony, and make a recommendation to the Governing Board.

4. The Governing Board shall review the recommendation of the Director of Curriculum & Instruction and make a final decision within a reasonable timeframe.

5. The decision of the Governing Board shall be communicated to the appellant(s) in writing, outlining the rationale for the decision.

### **Recordkeeping**

Utah Military Academy Governing Board shall assign the Director of Curriculum & Instruction to maintain accurate records of any appeals and final decisions, in accordance with applicable state and federal laws regarding recordkeeping and public access.

### **Implementation and Review**

This policy shall be implemented immediately upon approval. Utah Military Academy Governing Board shall periodically review this policy to ensure its ongoing compliance with [Utah State Code 53G-10-402](#), and make any necessary updates.

### **References**

[Utah State Code 53G-10-402](#), Utah State Board of Education guidelines for instructional materials adoption.

### **Adoption**

This policy was adopted by the Utah Military Academy Governing Board on 20 May 2025.