

# **Timpanogos Academy Educational Materials Selections and Disposal Policy**

## **Policy TA5115**

**Approved 2-3-2011**

**Amended 11-10-2022, 3-14-24**

Purpose: The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-469-1.

Timpanogos Academy adopts curriculum and material to support its mission. All proposed materials are evaluated by the principal and classroom teacher(s) who would use them to make sure they support the school's mission, charter, curriculum, and constitution. Decisions on materials which simply support, and do not replace, previously adopted items may be made by consensus between the classroom teacher and the principal. Decisions to adopt materials which replace previously-adopted items must be made by consensus between the board's curriculum committee, the teacher(s) who would use the new materials, and the principal, and the new materials must still meet the standard of supporting the school's mission, charter, curriculum, and constitution.

Any decision that cannot be made by consensus must be brought to the full board, and the decision of the board on such matters is final. Furthermore, the Timpanogos Academy School Board has authority to override any action taken by either of these groups with respect to new materials when it is deemed (by the board) that such action is inconsistent with this policy.

For Instruction for 5<sup>th</sup> grade maturation lessons, Timpanogos Academy follows all of the requirements in Utah code 53G-10-402.

The following procedures will be followed:

1. 5<sup>th</sup> grade maturation instruction materials will be reviewed and approved in an open school board meeting.
2. After approval, the approved materials will be provided to parents of 5<sup>th</sup> grade students for their review.
3. If Parents wish to appeal the approved materials, they may request time in writing to the school board chair to be present their objections in the next school board meeting.
4. After hearing the appeal, the school board will review and render a final decision.
5. Permission to attend the maturation instruction will be an opt-in permission form and sent home at least 2 weeks prior to the maturation instruction date. Students who are not opted into the instruction will be given an alternate educational experience during the time of the maturation instruction.

## **REUSE OR DISPOSAL OF TEXTBOOKS POLICY**

Purpose: The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-433-2(B) and 3(A).

Policy: Timpanogos Academy will dispose used textbooks notifying other LEAs of available textbooks and timelines for when said textbooks will be disposed.

References: R277-433; 53A-12-207

Definitions

1. Textbook means:
  - a. any printed book that is required for participation in a course of instruction;
  - b. printed texts approved for pilot or trial use by the State Instructional Materials Commission;
  - c. books used in classes for which textbooks are generally not adopted at the state level.

#### Policy:

1. All property purchased through School-approved budgets, school funds, or donations remain the exclusive property of Timpanogos Academy.
2. The objective is to obtain maximum utilization or recovery of cash when assets are no longer required for their original purpose.
3. The disposal method chosen should be the one which results in the best overall benefit to the School.

#### Identification of Obsolete Textbooks

1. Outdated books are identified by the copyright year and are determined by current needs of Timpanogos Academy.
2. Books may be determined to be obsolete for any of the following reasons:
  - a. Poor physical shape, as defined by quality and condition of covers, pages, binding, print
  - b. Poor format, including small print, poor quality pictures, poor content
  - c. Poor content, including inaccurate information, inappropriate for the specific grade level, or change in school curricula and/or age group served.

#### Procedure for Disposal of Obsolete Textbooks

1. All textbooks and other assets are the sole property of Timpanogos Academy.
2. Timpanogos Academy staff are not permitted to dispose of school property, except as authorized in accordance with this procedure.
3. The administration should keep a written record with inventory and a complete written description of any textbooks considered obsolete.
4. The method of disposal used on particular textbooks or other assets should result in the best overall benefit to Timpanogos Academy.
5. Methods of disposal must be approved by the Principal and will be done consistent with state and city ordinance.
6. The approved methods of disposal include, but are not limited to, the following: donate to a non-profit organization or relief fund at no cost to the School; return to the supplier for trade-in or credit; sell by public auction to the highest bidder; sell by co-operative public auction with other public agencies; sell to a used book dealer through RFP; recycle.

This policy does not apply to textbooks or materials that are damaged beyond repair due to destruction or usage.