

**Policy Type: Academic Policy**

**Title: Selection and Purchase of Instructional Materials Policy**

Effective: May 20th, 2026

## **Purpose**

The purpose of this Selection and Purchase of Instructional Materials Policy is to establish general expectations, responsibilities, and procedures for Custom Class Charter School (“Custom Class”) in a manner consistent with applicable law, Utah State Board of Education rule, and the school’s flexible instructional model.

### **1. General Policy Statement**

Custom Class adopts this policy to support lawful, safe, effective, and mission-aligned school operations. The Governing Board authorizes school administration to implement this policy through procedures, forms, training, and operational practices that are appropriate for Custom Class’s online, hybrid, community-based, and in-person programs.

This policy is intended to be applied flexibly and reasonably. When operational details are not specifically stated in this policy, school administration may establish procedures consistent with the policy, applicable law, and Board direction.

### **2. Selection Criteria**

Instructional materials shall be selected to support Custom Class’s mission, core standards, course objectives, student needs, family learning plans, and educational quality. Selection may consider accuracy, relevance, age appropriateness, accessibility, durability, cost, alignment to standards, instructional usefulness where appropriate. Selections may be made specific to individual students to help them meet their goals.

Selection and approval procedures may include consideration of merit, educational value, and compliance with applicable restrictions on sensitive materials.

### **3. Board Approval and Public Process**

When required by law, instructional materials used broadly across the school shall be adopted or approved in an open and public meeting with notice and an opportunity for public comment. School administration may establish review procedures for pilot materials, supplemental materials, digital resources, and family-selected materials.

### **4. Reconsideration**

Custom Class may establish procedures for parents, students, or employees to request review or reconsideration of instructional materials. Challenges shall be handled in a fair, timely, and documented manner.

## Administration and Review

School administration may maintain procedures, forms, training materials, agreements, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, USBE guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

## Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

Signature:



Matthew J. Middione - Board Chair

Signature:



Douglas Reed - Board Vice Chair

Effective Date: May 20th, 2026

Revised Date:

## References

R277-469