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Monday - Friday

by appointment

or by email

request

for a meeting

with the President

or Vice President

of the University

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STARGATE SCHOOL

GOVERNANCE

Board Policy: 1.0 Governance	Instructional Materials
Revision No: 00 Review Schedule: Annually- Board of Directors	Document Number: 1.19 Adopted: 2/8/2023 Date Last Revised: N/A

1.0 Instructional Materials Policy

The Governance Board is responsible for the approval of textbooks that span multiple grades and teachers. The Executive Director of Academics {EDOA} shall make textbook recommendations to the Board **following processes as defined in [Stargate's Instructional Materials Selection Procedures Document](#)**. For the purposes of this policy, the term "textbooks" means the instructional materials that are the primary set of materials teachers use to guide the instructional activities of a course of study and, thereby, meet the Colorado Academic Standards. The set of instructional materials for a course of study may be a single textbook or multiple books and may include such materials as workbooks and web-based **curricular** programs.

The Executive Director of Academics or their designee is responsible for approval of primary materials used by a single teacher in a single course or other primary instructional resources not used by more than one teacher. The EDOA or designee will approve these materials after following defined procedures that ensure the involvement of appropriate staff, students, and community members.

1.1 Primary versus Supplemental material will have a consistent definition across content areas and grade levels and will determine whether or not instructional materials are subject to the review process outlined in this policy.

1.1.1 Primary Instructional Materials are defined as materials which form the basis of core instruction over an extended period of time.

1.1.2 Supplemental Instructional Materials are defined as materials which are used to support or enhance the primary instructional materials and/or will be used for a limited amount of time. These materials do not require Board **or EDOA** approval prior to being used in the classroom (e.g. classroom libraries, **choice novels**, articles, excerpts, read-alouds).

- 2.0 The EDOA shall be responsible for facilitating the textbook selection process **using an instructional materials selection committee which will follow the processes outlined in [Stargate's Instructional Materials Selection Procedural Document](#).**
- 2.0 **For resources requiring board approval,** the EDOA will present the committee's determination to the Governance Board at a regularly scheduled Board meeting.
- 3.0 The following process will be used when approved or supplemental school instructional materials contain mature content, (i.e. violence, sex and/or profanity).
- 3.1 If instructional materials that contain mature content are offered in a course, parents/guardians, on behalf of their child, may opt out of participating in **the particular class period(s)** when the instructional materials with mature content are **discussed or presented by the teacher.**
- 3.2 **Teachers** will provide equally appropriate text and standards-based **objectives for instruction** for any students who **are opted** out of reading instructional materials with mature content.
- 3.3 When ~~high school~~ **secondary**-course syllabi are provided to parents/guardians and students, they will include a list of **primary** instructional materials for the course **and any mature or controversial supplementary materials as defined below. Parents/guardians and students are expected to review the course syllabi and choose to opt out within 10 school days of the first student contact day using this form.** The syllabi shall include a statement, in bold type, stating as follows: "Parents/guardians or students may opt-out from novels with mature content by **completing the Curriculum Opt Out Request Form 10 days after the first day of school** ~~providing a written request for assignment of alternate material to the instructor at least ten school days prior to the planned commencement of the coverage of materials with mature content so that the instructor has adequate time to identify alternative materials and instructional supports for the student.~~ **After the first 10 days of the school year, parents/guardians and students will still have the opportunity to opt-out of mature or controversial materials should an extraordinary need arise that was not present at the beginning of the school year. Please note that any opt-out requests after the initial 10 days from the start of the school year may delay the identification of alternative materials and implementation of alternative instructional supports.**" ~~"An opt-out notice provided less than ten school days in advance of the commencement of the coverage of materials shall not preclude the student/parent/guardian from opting out but may delay the identification of alternative materials and implementation of alternative instructional supports."~~
- 4.0 There shall be a procedure for Challenges and Appeals to the classroom use of materials, methods, curriculum, instructional activities and/or presentations submitted by parent/guardians, employees, or students (Complainant) shall be resolved according to [Stargate's Instructional Materials Selection Procedures Document](#).

Reference

[Adams 12 School District Policy 6230](#))

Version	Date	Description of revision
00	2/8/2023	The July 1, 2019 Charter Renewal Contract specified that a substitute policy for District Policy 6230 should be developed by the Stargate School Board of Directors. This
2.0	05/2024	policy models Adams 12 District Policy 6230 and District Policy 1500 were used as a

		model and reference to create a policy specific to Stargate., with necessary adjustments to permit Stargate to operate autonomously.
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