



## **Provo City School District**

### **Policy Series: 4000 Curriculum, Instruction, and Assessment**

**Policy No. 4022**

#### **Sensitive Materials**

The Board of Education of Provo City School District has the responsibility to provide high quality, viable and appropriate district-wide curriculum and instructional materials that address the needs of all students. The board recognizes its responsibility to evaluate, develop and update approved curriculum and instructional materials on a continuing basis and in accordance with District policies and procedures, and in alignment with state laws and State Board of Education regulations.

Instructional material means a material, regardless of format, used as or in place of textbooks to deliver curriculum within the state curriculum framework for courses of study by students; or to support a student's learning in any school setting. Instructional material includes reading materials, handouts, videos, digital materials, websites, online applications, and live presentations.

The superintendent will establish procedures for curriculum and instructional materials review that provide for involvement of community representatives and staff members at appropriate times. Procedures will also provide for the annual review of selected areas on a cyclical basis and for implementing necessary changes that come from the curriculum study, as well as guidelines for reviews of allegations of inappropriate or sensitive materials.

Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in “Criteria for Selection of Instructional Material” in board policy 4020. Ordinary procedures for withdrawal of materials are outlined in these procedures. In general:

- At the time of adoption by the Board of Education, curriculum and instructional materials will be added to the “Approved for Use” list, and will regularly review on a cyclical rotation these approved curriculum and instructional materials.
- Members of the community, including students, parents of enrolled students, employees, and elected members of the district Board of Education are invited to review any instructional materials in current use or proposed for district purchase.
- When an approved curriculum or an instructional material is challenged, the department of Teaching and Learning will initiate a timely review of the complaint.
- Instructional materials identified as obsolete, ineffective, or sensitive based on criteria outlined in these procedures will be removed from school collections by the district.
- When newly adopted basic materials have been purchased for the schools in the district, and thus superseding those materials which had been previously adopted, the former

- District adoptions will be removed from the "Approved for Use" list.
- Materials that have been removed from the "Approved for Use" list should be regarded as surplus property and disposed of by the appropriate administrator using the approved vendor in accordance with district and state procedures.

**Legal References**

Utah Code 53E-4-202  
Utah Code 53G-10-103  
Utah Codes 76-10-201, et.seq.  
  
USBE Admin Rule R277-123-1  
USBE Admin Rule R277-628-3

**Synopsis**

Core Standards for Utah Public Schools  
Sensitive instructional materials  
Legal definition of pornography or indecent material  
Rule for process for public reporting of violations  
Rule for management of sensitive materials

**Board Approved:**

August 27, 2024

Revised:

November 12, 2024