



<i>The Classical Academy</i>	<i>Policies and Procedure</i>
Policy Name:	Selection of Instructional Materials and Textbooks Policy and Procedures
Policy Number:	IIAC-TCA
Original Date:	4/1/2010
Last Reviewed:	5/11/2022
Category:	Instruction
Authors:	Deans of Educational Philosophy
Cabinet Level Owner:	Director of Academic Services

INTRODUCTION

This policy provides a general overview of the curriculum review, the procedure for the review, and a projected timeline for the review.

Responsibilities

It is the responsibility of professional educators to recommend primary instructional materials and textbooks suitable to the abilities and needs of students in relation to TCA Board adopted standards. It is the prerogative and responsibility of the public to review and question any instructional material.

In adopting primary instructional curriculum, a school has two options: (1) select previously TCA Board-approved curriculum or (2) adopt a textbook as per the steps outlined herein.

All instructional materials obtained through building, private funds, gifts, or free or borrowed materials must be selected through the steps outlined herein. Primary instructional materials and textbooks that were previously selected and approved pursuant to policies and/or procedures applicable at the time of approval are considered duly approved for use, notwithstanding subsequent revisions of this procedure.

Definitions

Primary instructional materials and textbooks include any print or non-print instructional materials teachers use for more than one-fourth of their instruction of a course or subject area. Primary instructional materials are to be used in conjunction with K-12 curriculum and must be approved by the TCA Board.

Supplementary instructional materials shall be defined as any instructional materials other than primary materials including, but not limited to, books, novels (supplementary reading and informational materials), periodicals, newspapers, online clips, slides and transparencies, models, filmstrips, films, maps, records, audiotapes, laser disks, DVDs, CDs, and software which relate directly to the curriculum and are available for teacher use and/or student selection.

Supplementary materials are used to provide extension, enrichment, and support to the curriculum and are used for less than one-fourth of the instruction of a course or subject area. These materials should be age appropriate and reviewed using ASD20 Worksheet IIAC-E-2. If

deemed necessary by the principal, parent notification/ permission will be obtained prior to student use.

In keeping with the intent of TCA's Selection of Supplementary Instructional Materials Procedure (IIAC-TCA-E-1), school staff will thoughtfully and purposefully integrate new information resources throughout the curriculum and will provide guidance and instruction to students for their appropriate use. This will include a comprehensive curriculum for grades K-12 that teaches students how to safely access, communicate, and interact via the Internet.

Guidelines for Selection

Instructional materials should be selected with the intent of advancing TCA's educational objectives and contributing toward continuity and articulation of the curriculum.

Documents to be consulted as appropriate in the selection process are:

1. TCA Policies and Procedures
2. Colorado content standards, benchmarks and expectations; and
3. Existing national and state documents in respective curricular areas, where appropriate.

The textbook recommendation and supporting information will be forwarded to the Dean of Educational Philosophy and Director of Academic Services for review and presentation to the TCA Board for review.

Curriculum Review Procedure

Phase One

1. The Instructional Philosophy Director (IPD) or Department Lead Teacher (DLT) discusses the process with the Dean of Educational Philosophy, identifying focus areas.
2. The IPD or DLT meets with teachers and gives an overview of the process, need, and focus areas.
3. Committee is formed within the department of teachers who will be the primary participants in the process, although the entire team will be involved to some extent. The IPD or DLT will either lead this team or co-lead the team with the lead or mentor teacher.

Phase Two

The Committee will meet regularly. Topics and tasks include:

1. Discuss current textbooks and curriculum and note apparent weaknesses or concerns.
2. Compare current courses to state standards, instructional philosophy, and TCA's mission, note where improvements need to occur for better alignment.
3. Search for new curriculum and texts to include internet searches, publisher contacts, teacher contacts from other schools, curriculum fairs, etc.
4. Completing the curriculum evaluation form (IIAC-TCA-E-5) for any texts reviewed.
5. Principals, Deans of Educational Philosophy, and IPDs/DLTs, will invite parents (one or two of these may be parents of TCA graduates) to become involved in the curriculum review process as the committee narrows the selected materials to the top 2 or 3 options. All selected materials will be reviewed using the evaluation form IIAC-TCA-E-5, and parents will submit their responses to the IPD, Department Lead Teacher, or Dean of Educational Philosophy.
6. Committee members will complete textbook review documents on all considered materials.
7. Select top text/curriculum.
8. Recommend new text/curriculum to the Dean of Educational Philosophy.

Phase Three

1. Dean of Educational Philosophy will take the recommendations to the Principal(s) and Director of Academic Services; and then to the TCA Board for a first read in February (Elementary) or March (Secondary). As a part of the annual Curriculum Reviews (no matter the subject area), the Deans of Educational Philosophy will include a mandatory statement as part of the Curriculum Review recommendation submitted to the Director of Academic Services (and in turn provided as a read-ahead to the TCA Board) that outlines any book reviewed during the applicable review cycle in accordance with Academy District 20 policies IGAC and IGAC-R regarding *Teaching About Religion*.
2. The recommended materials will then be made available to the TCA community for review for a minimum of two weeks prior to the final approval by the TCA Board. Community members will have the option to fill out the curriculum evaluation form (IIAC-TCA-E-5).
3. The TCA Board will provide final approval in March (Elementary) and April (Secondary)
4. Professional Development begins (support for new curriculum and assessments).

Curriculum Review Cycle Timeline

Curriculum review follows a general six-year cycle. The physical life span of the printed text as well as the possibility of substantive changes in the material, especially the sciences, would substantiate the need to occasionally compress the cycle as budget allows. The following years represent the review only. The nature of some curriculum (particularly elementary math) would warrant a staggered roll out.

Traditional Elementary

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Science(K-5)/ History	Spanish	Reading/ Lit/ Spelling	Computer, Music, Art, PE,	Grammar/ Writing/ Science (6 th)	Math

Traditional Secondary

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
History	Languages	English	Prod/Tech, Fine Arts, PE	Science	Math

College Pathways

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
History	Languages/ Math	English	Prod/Tech, Fine Arts, PE	Science	Math

Any off-cycle curriculum review requests must be approved by the principal and appropriate Dean of Educational Philosophy and will follow the same procedure outlined herein.

Standards Implementation Review

As required by the Academy District 20 accreditation process, TCA shall document its curriculum alignment with current Colorado Academic Standards as annual reviews are conducted.

This policy replaces ASD20 Policies IIAC, IIAC-R-1, and IIAC-R-2.

Cross References

IIAC-TCA-E-1	Selecting Age-Appropriate Supplementary Materials/Copyright Rules Procedure
IIAC-TCA-E-3	New Course Approval Procedure for JH, HS & CP
IIAC-TCA-E-4	Request for Administrator Approval to Show a Film Resource
IIAC-TCA-E5	Curriculum Evaluation Form
IIAC-TCA-E6	Phases 1 & 2 New Course Approval Forms
ASD20 Policy IGAC	Teaching About Religion
ASD20 Policy IGAC-R	Teaching About Religion Procedure
ASD20 Policy IIAC-E2	D20 Worksheet for Selecting Supplementary Materials
ASD20 Policy IMB	Teaching About Controversial Issues
ASD20 Policy IMB-R	Criteria for Teaching About Controversial Issues

Policy Revision History

Date	Revision Details	Revised By
1/14/2014	Updated for clarification	Dean of Secondary Educational Philosophy
6/3/2015	Updated for clarification. In order to be consistent with the numbering of ASD20 policies, this policy changed from IJJ-TCA to IIAC-TCA and the current IIAC-TCA policy was renamed to IIAC-E-2-TCA.	Dean of Secondary Educational Philosophy
8/22/2016	Updated cross-referenced policies	Compliance Specialist
2/10/2017	Removed IIAC-A-TCA Textbook Evaluator Application from procedure	Dean of Secondary Educational Philosophy
2/20/2018	Updated Curriculum Review Cycle Timeline	Dean of Elementary Educational Philosophy
4/16/2020	Updated cross-referenced policies	Compliance Specialist
5/17/2021	Updated Curriculum Review Cycle Timeline	Deans of Educational Philosophy
5/11/2022	Added Standards Implementation Review section and updated cross-referenced policies.	Compliance Officer