



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Selection of Instructional Materials and Textbook Policy and Procedures
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Selection of Instructional Materials and Textbook Policy and Procedures

Introduction:

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

Responsibilities:

It is the responsibility of administration to recommend primary instructional materials and textbooks suitable to the abilities and needs of students in relation to NSCA Board adopted standards. It is the prerogative and responsibility of the parents and school community to review and question any instructional material that is being recommended for review.

When adopting a primary instructional curriculum, a school has two options:

- (1) to select previously NSCA Board approved curriculum or
- (2) to adopt primary instructional materials and textbooks as per 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 that teachers use for more than 25% of their instruction of a course or subject area. Primary instructional materials are to be used in conjunction with PK-12 curriculum and must be approved by the NSCA 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, slides, models, videos, maps, records, electronic audio/visual educational resources, 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 25% of the instruction of a course or subject area.

Guidelines for Selection:

Instructional materials should advance NSCA's educational objectives and contribute toward continuity and articulation of the curriculum. The following documents shall be consulted in the selection process:

- A. NSCA Policies and Procedures
- B. Colorado content standards, benchmarks, and expectations
- C. Existing national and state documents in respective curricular areas, where appropriate.

The final textbook/primary curriculum recommendation and supporting information will be forwarded to the administration for review and the administration will then present to the NSCA Board of Directors for review. (Curriculum Review Form)

Curriculum Review Procedure:

Phase One:

1. The campus Principal and Department Lead Teacher (DLT) discuss the process with the building principal identifying focus areas.
2. The principal meets with teachers and gives an overview of the process, need, and focus areas.
3. The principal(s) and DLT will form and co-lead a committee that includes the primary teachers who will participate in the process from each relevant grade level/department.

Phase Two:

The Committee may meet regularly. Topics and tasks may include:

1. Discuss current textbooks and curriculum and note apparent gaps, weaknesses or concerns.
2. Compare current courses to state standards, instructional philosophy, and NSCA'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. Complete the appropriate evaluation forms for any texts reviewed. (See form IIAC-NSCA-E1)
5. The principal will involve the NSCA Curriculum Committee in the curriculum review process as the initial staff committee narrows the selected materials to the top 2 or 3 options. All selected materials will be reviewed by the staff or curriculum committee using the evaluation form (Curriculum Review Form) and the NSCA Curriculum committee will submit their responses to the principal.
6. Staff committee members will then consider/incorporate NSCA Curriculum Committee inputs as they complete textbook/curriculum review documents on all considered materials and select top text/curriculum.

Phase Three:

1. The principal will take the recommendations to the Executive Director.

2. Based on the judgment of the Executive Director, they will then present recommendations to the NSCA Board of Directors for initial review .
3. The principal will make the recommended materials available to the NSCA community for a two-week review period. Community members will have the option to fill out the appropriate curriculum/textbook evaluation form (Curriculum Review Form).
4. The committee and the principal will review the community responses and decide on the next steps, including whether changes need to be made or if it can proceed to board approval.
5. The NSCA Board will vote on a final decision based on the final recommendation of administration.

Legal Refs:

C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books) C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)

Revision History

Date	Revision Details	Revised By
09/15/2018	Creation	Board, Executive Director
06/07/2023	Revised	Board, Executive Director