



Monument Academy

Board of Directors Governance and Policy

Policy Area: Instruction	Policy #: IJ-MA
Title: Selection of Instructional Materials & Textbook Policy & Procedures	Adopted: September 14, 2023 Revised: Revised:

INTRODUCTION

This policy provides a general overview of MA 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 MA 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 primary instructional curriculum, a school has two options:(1) to select previously MA 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 (unless specifically stated otherwise), 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 course material or subject area/unit for the school year. Primary instructional materials are to be used in conjunction with PK-12 curriculum and must be approved by the MA 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 of Instructional Materials & Textbooks

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

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

1. MA Policies, procedures, Board resolutions, MA Philosophies, Mission, Vision, Core Values, strategic plan and dashboard data.
2. Colorado content standards, Core Knowledge Scope and Sequence, and MA Frameworks.
3. 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 MA Board of Directors for review. (See form # IJ-E-1)

Curriculum Review Procedure

Phase One

1. The campus Principal and Department Lead Teacher (DLT) discusses the process with the Director of Academics (DA) identifying focus areas.
2. The DA meets with teachers and gives an overview of the process, need, and focus areas.
3. A committee is formed within the grade levels/department teachers who will be the primary participants in the process. The DA and DLT will co-lead the team.

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, MA instructional philosophy, MA's mission, MA Frameworks, etc. and note if and/or 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 appropriate evaluation forms for any texts reviewed. (See form # IJ-E1)
5. DA will involve the MA Curriculum Committee (MACC) 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 MACC using the evaluation form (See form # IJ-E1) and will submit their responses to the Director of Academics.
6. Staff committee members will complete textbook/curriculum review documents on all considered materials and select top text/curriculum.

Phase Three

1. DA will take the recommendations to the administration.
2. Based on the judgment of the administration, they will then present recommendations to the MA Board of Directors for a first read.
3. The recommended materials will then be made available to the MA community for a two-week review period. Community members will have the option to fill out the appropriate curriculum/textbook evaluation form. (See form # IJ-E1)
4. The MA 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)