

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 501:**  
**CURRICULUM POLICY**

**I. PURPOSE**

The purpose of this policy is to explain curriculum development and review as well as material selection at Nova Classical Academy. All three pieces will ensure that Nova is accountable to its mission and goals and develops a curriculum that meets or exceeds the mandated state standards.

**II. GENERAL STATEMENT OF POLICY**

The Curriculum Committee is an advisory committee run by Nova's ~~administration~~ Academic Director that works with faculty to develop and maintain Nova's curriculum. ~~To do this, the Curriculum Committee will refer to Nova's foundational documents and look to the programs of other classical schools and high-achieving schools.~~ The administration is responsible for the implementation of the curriculum and ensuring that the faculty has the needed training and materials.

**III. CURRICULUM DEVELOPMENT**

Curriculum development includes three components: design, delivery, and evaluation. ~~As curriculum is developed all~~ All three components of curriculum should be working in concert with one another and be aligned with the classical model of education. ~~Nova's curriculum is a rich tapestry with many interconnected parts across subjects and grades and any modification to curriculum must take into account the effects on all other areas.~~

All curricula will be documented in writing and faculty will have copies of all resources needed to effectively teach their curriculum. The Administration will work with the faculty to maintain consistency between the designed curriculum and the delivery of the curriculum.

~~Faculty will work with the Administration to assist in this process.~~

**IV. PROCESS**

1. Curriculum proposals must be made by faculty and presented to the Academic Director. The Academic Director will determine if the proposal needs to be presented to the Curriculum Committee for further review or if it can be accepted immediately.

2. Proposals that change a significant portion of the curriculum, such as an essential text for a course, or affect curriculum across grade levels or content areas must be presented to the Curriculum Committee.

3. Changes made by faculty to the approved curriculum must be presented to the Academic Director before they are implemented.

Changes made by faculty to the approved curriculum must be presented to the Administration before they are implemented. The Administration will determine if the change is minor or major.

Minor changes do not need to be reviewed by the Curriculum Committee until the subject or grade comes to its scheduled review. Major changes to any curriculum must be reviewed by the Curriculum Committee before the changes can be implemented (or in case of a timing issue, be reviewed at the next meeting of the Curriculum meeting).

## V. CURRICULUM REVIEW

All of Nova's curriculum will be reviewed on a rotating cycle to ensure that all courses and materials are up to date and are the best options available for Nova's goals. The administration Academic Director will set the review cycle and provided a written description of each review to the Curriculum Committee. Members of the Curriculum Committee may be asked to assist with the review.

All teachers who teach the subject or grade being reviewed should be involved with the review.

The following questions should be considered during any review:

- How does each grade level address the essential elements of a classical education in this subject?
- How are we meeting the state standards? When is it appropriate to change them? When is it appropriate to modify when or how we meet them?
- How is specific content chosen?
- What strategies are used to get content across to students?
- How are decisions made regarding sequencing? What is the sequencing?
- How is student learning measured?
- What do the standardized test scores tell us about strengths in the curriculum and opportunities to improve?
- How does each class accommodate differences in learning?
- How are the virtues woven into each subject area?
- What does current research and best practice tell us?
- How is inclusive and diverse education woven into the curriculum while still focusing on what is Classical?

- How is technology used in the classroom and what other examples of media are used?
- How are field trips woven into the curriculum?
- In what ways are other subject areas integrated into this curriculum? How ~~does it fit with~~ **is it connected to** curriculum in higher and lower grades?

## VI. MATERIAL SELECTION

All materials that extend across grade levels or address significant elements of a curricular area or topic must be presented to the Curriculum Committee for review.

Temporary supplementary materials directly related to Nova's curriculum do not need to be presented to the Curriculum Committee unless their use changes to make them a permanent part of the curriculum. The **administration Academic Director** may approve or remove temporary supplementary materials at ~~its~~ **their** discretion without review by the Curriculum Committee.

~~All other materials not listed otherwise in this policy must be approved by the Administration.~~

## VII. OWNERSHIP AND USE OF CURRICULUM

School-created resources are the property of Nova and will not be reproduced outside of Nova without permission of the **administration Academic Director**.

Teacher created resources, created or used during the teacher's tenure at Nova, are the property of their creator, but Nova has the right to use all such materials in perpetuity at Nova. ~~Nova may not sell or reproduce those resources outside of Nova without permission of the teacher.~~

**As stated in the Staff Handbook, teachers must leave a copy of their teacher-created materials and curriculum with Nova at the termination of their employment.**

## VIII. OTHER

The **administration Academic Director** will report major curriculum changes to the Board a minimum of once a year. This includes, but is not limited to, changes with offered courses, changes with primary texts, large overhauls of offered tracks or courses, and changes in AP or CIS status.

Obsolete or discarded materials will be disposed of at the discretion of the **administration Academic Director**.

Complaints or concerns about the curriculum should first be addressed by the faculty and then the administration Academic Director. If the parties are unable to resolve the complaint, a request to review curriculum materials may be made to the Curriculum Committee. The Academic Director may decide that complaints or concerns be reviewed by the Curriculum Committee.

The request Complaints or concerns should consider the following points:

- To what do you object? (Be as specific as possible.)
- What part of the material have you read, viewed or used?
- Did you find merit in the material?
- In what ways did the material not conform to Nova's mission and goals?
- Are you aware of the judgment of this material by critics? If so, what information do you have?
- In its place, what material(s) of equal value would you recommend as an alternative?

**ADOPTED BY THE BOARD: 05/17/2010**

**REVISED BY THE BOARD: 03/26/2018**

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