

**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 **Classical** 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 **Classical**'s Academic Director that works with faculty to develop and maintain Nova **Classical**'s curriculum. 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. All three components of curriculum should be working in concert with one another and be aligned with the classical model of education. Nova **Classical**'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.

**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.

## **V. CURRICULUM REVIEW**

- A. All of Nova **Classical**'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 **Classical**'s goals. The 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.
- B. All teachers who teach the subject or grade being reviewed should be involved with the review.
- C. 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 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 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 **Classical**'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 Academic Director may approve or remove temporary supplementary materials at their discretion without review by the Curriculum Committee.

## **VII. OWNERSHIP AND USE OF CURRICULUM**

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

Teacher created resources, created or used during the teacher's tenure at Nova **Classical**, are the property of their creator, but Nova **Classical** has the right to use all such materials in perpetuity at Nova **Classical**.

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

## **VIII. BOOK BANNING PROHIBITION**

A. Nova Classical may not ban, remove, or otherwise restrict access to specific books or materials based solely on its viewpoint or the messages, ideas, or opinions it conveys. Nova Classical will not remove materials outside of its curriculum review process unless at least one of the follow circumstances occurs:

1. There are space limitations,
2. Materials are damaged or obsolete, or
3. Nova Classical has legitimate pedagogical concerns including the appropriateness of potentially sensitive material for the audience or the likelihood of substantial disruption to the school.

B. Complaints or concerns about the curriculum should first be addressed by the faculty and then the Academic Director to see if they can be handled at a classroom level.

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 Classical’s mission and goals?
- Are you aware of the judgment of this material by critics? If so, what information do you have?
- What material(s) of equal value would you recommend as an alternative?

C. Regardless of their complaint or concern, parents/guardians and students aged 18 or older may follow the procedures laid out in Nova Classical’s policy NP 502 (Parental Curriculum Review) and request that their child (or they) not participated in some portion of Nova Classical’s curriculum.

D. The Academic Director may decide that complaints or concerns be reviewed by the Curriculum Committee. A person making a complaint or raising concerns may also request that it be raised to the level of the Curriculum Committee if they do not feel a classroom-level solution successfully addresses their complaint or concern.

E. If a complaint or concern goes before the Curriculum Committee, the committee will review the material following the process outlined in Section V above while also taking into account the information requested in Section VII B above.

F. After completing a review regarding the contested material, the Curriculum Committee via the Academic Director will make a report to the Board, including a recommendation for further action or a recommendation to take no further action.

G. The Board must vote on the Curriculum Committee’s recommendation and, if they choose not to follow it, include specific directions regarding what action the Board wants to occur.

H. Upon the completion of a content challenge or reconsideration process in accordance with this policy, the Board must submit a report of the challenge to the Minnesota Department of Education (MDE) that includes:

1. The title, author, and relevant identifying information about the material being challenged;
2. The date, time, and location of any public hearing held on the challenge in question including minutes or transcriptions;
3. The result of the challenge or reconsideration request; and

4. Accurate and timely information on which Director the MDE may contact with questions or follow-up.

## IX. SCHOOL LIBRARY MATERIALS

- A. All materials that belong to a school library, whether being presented for selection or reconsideration, will also be reviewed by at least one person who is:
  - a. A licensed library media specialist,
  - b. An individual with a master's degree in library science or library and information science, or
  - c. A professional librarian or a person trained in library collection management.
- B. Complaints or concerns about school library materials will be addressed with the guidelines of section VIII.

## X. OTHER

- A. The 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.
- B. Obsolete or discarded materials will be disposed of at the discretion of the Academic Director.

Complaints or concerns about the curriculum should first be addressed by the faculty and then the Academic Director. The Academic Director may decide that complaints or concerns be reviewed by the Curriculum Committee.

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?

**Legal References:** Minnesota Statutes, section 134.51

Minnesota Statutes, section 120B.20  
Minnesota Statutes, section 120A.35

***Cross References:*** NP 502 (Parental Curriculum Review)

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

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