

STEM SCHOOL HIGHLANDS RANCH POLICY  
Procedures for Selecting Instructional Materials

I. PURPOSE

In its Charter (section 6.1/6.2), STEM School's Vision/Mission provides as follows:

Never Stop Innovating. (We envision) a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

STEM School Highlands Ranch is responsible to identify, deliver, and monitor curriculum that aligns with the Colorado Academic Standards. Curriculum development, Instructional resources, and course proposals are approved by the STEM School Highlands Ranch Curriculum Committee, a Board Committee, and approved by the STEM Board of Directors. In addition, curriculum development and decision making aligns with the vision and mission of STEM School Highlands Ranch and a model of Problem Based Learning.

Under its Charter with Douglas County School District, section 6.6, STEM School agreed as follows regarding content of its curriculum:

6.6 Curriculum, Instructional Program and Pupil Performance Standards.

A. The School shall have the authority and responsibility for designing and implementing its educational program, subject to the conditions of this Contract. The educational program, pupil performance standards and curriculum designed and implemented by the School shall meet or exceed the Colorado Academic Standards, shall be designed to enable each pupil to achieve such standards, and shall be consistent with the School's vision and mission.

These standards provide general guidance as to the content or selection of curricula at STEM. Under these standards, STEM School has ensured that students will demonstrate proficiency and improvement of skills and content knowledge in relevant areas of study, and that students will demonstrate proficiency in the Colorado Academic Standards at each grade level.

STEM School is also required to provide instruction in those areas as required by Colorado statute.

Subject to these limitations, as a Colorado Charter School, STEM School is free to select curriculum that furthers its Vision/Mission. Therefore, in order to accomplish its Vision/Mission, STEM has adopted this policy relating to selection and adoption of textbook and instructional curriculum materials.

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### II. POLICY

#### A. General policy.

The review of curriculum shall be led by the STEM Curriculum Committee, which shall be chaired by the Curriculum Director with representation from a Board member. The Curriculum Committee shall be comprised of no less than five additional members, at least two of whom shall be parents of STEM students. The Executive Director shall serve as an ex officio committee member and shall have approval authority as set forth herein.

Subject to STEM policies and oversight of the Executive Director, individual teachers may select curriculum for their classes. The selection of such materials should generally be based upon the process set forth in part B of this policy.

#### B. Review of particular textbooks or instructional materials.

Proposals for the adoption of particular curriculum may be made to the Curriculum Committee and may originate from the Executive Director or designee, STEM staff and teachers, students or parents of STEM students.

The Curriculum Committee shall follow a consistent review process that may include, but is not limited to, the following:

1. Reviewing materials currently being used in an area of study and determining which of those materials should be retained and which should be replaced.
2. Surveying new materials available for selection. Samples and information should be collected about appropriate products that are currently available.
3. Developing or revising review and evaluation forms to adopt standard criteria (appropriate, equitable, viable, research-based, standards-based, relevant) to the content area.
4. Ensuring the selection to those materials that are otherwise consistent with STEM's Mission.
5. Ensuring that materials are reviewed by relevant stakeholders which may be impacted. Reviewers may include, but not be limited to, parents, community members, students, teachers, building administrators, directors of schools, and central office staff.
6. Calculating and/or negotiating costs with curriculum providers.

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For any specific curriculum selected, the proposer shall complete an assessment or proposal for the selection that explains why the curriculum is needed, details how it aligns with the above criteria, and documents how reviewers were involved. Any areas of potential controversy should be identified and an explanation of why the materials are appropriate, given those issues, should be included.

After the above steps are complete, the Executive Director may approve the proposal.

Stakeholder complaints regarding selection of materials should be voiced through the chain of authority of STEM School. In most cases, issues or concerns should be raised to individual teachers, then with department heads, then with the Curriculum Committee, then with the Executive Director, and lastly with the Board of Directors, who have final approval authority under the STEM Charter.

At least once annually, the Curriculum Committee shall provide a curriculum selection and adoption report to the Board.

Approved by the STEM School Board on 01/08/2023.  
(dd/mm/yyyy)

STEM School Highlands Ranch

By: Michelle Horne (signature on file)  
(Signature, Board secretary)

Michelle Horne  
(Printed name, Board secretary)

Adopted: 2019

Revised: August 2023