

Vanguard Academy

Adoption of Instructional Materials Review and Appeal Policy

Process for Instructional Materials Adoption

The textbook selection process will be used to adopt new curriculum materials.

Phase 1: Needs Assessment

In Phase 1 of the Textbook selection process, a Teacher submits an initiation form that identifies a need for new curriculum materials. This form is evaluated by the curriculum director before moving on to phase 2.

Phase 2: Curriculum/Materials Review

In Phase 2 of the Textbook Selection Process, several alternatives are reviewed for alignment with state standards, cost, digital components, and professional development. The best alternative is selected and moves on to phase 3.

Phase 3: Materials Approval and Implementation

In Phase 3, approval is obtained from the Curriculum Committee. Materials are ordered and professional learning for teachers is implemented.

Process for Materials Review

The curriculum will be examined on a regular basis according to the cyclical review established by the Curriculum Committee.

Appeal Process

If a school community member wants to make a formal protest regarding specific material used in the school, they must use the form for requesting reconsideration of instructional materials. These forms are located at the school's front desk. A request to remove an item from the school or limit its use will be acted upon by the curriculum committee.

Vanguard Academy
Request to Reconsider Instructional Materials

Requested by: _____ Requested Date: _____

Requestor email: _____

Department: _____ Course: _____

Instructional Material: _____

Explain why you want to have this instructional material reconsidered: