

# SUBLETTE COUNTY SCHOOL DISTRICT #1

Pinedale, Wyoming

## POLICY - IF

### CURRICULUM GOVERNANCE

#### **Curriculum Development**

The Board expects its faculty and administration to regularly evaluate the education program and to recommend modifications of practice, changes in curriculum content, and the addition of new courses of study. The board will hear regular reports on district programs and ongoing curriculum study and revision. It will consider the recommendations of staff for intensive curriculum. The Board will also be receptive to the concerns of parents and students in considering changes in the curriculum.

#### **Standards and Assessment**

The content and performance standards of Sublette County School District #1 will be approved by the Board of Trustees and fully aligned and articulated with Wyoming state standards. The district will have a district-wide assessment plan to monitor and document the teaching and learning of district standards. District assessments will be evaluated for fairness and consistency by the District Steering Committee and Subject Area Committees. Assessment results will be reported to students, parents, staff, and the Board. All students will participate in the District Assessment System. The district will provide interventions and enrichment for all students who fail to meet or exceed the standards.

#### **Curriculum Adoption**

The Board will rely on its certified staff to design instructional programs and courses of study that will enhance the educational goals of the school district. All new programs and courses of study will be subject to Board approval, as shall the elimination of programs and courses, and extensive alteration in their content. New programs and courses of study will not be acted upon by the Board until the Board has had an opportunity to review the proposed programs.

#### **District Steering Committee**

The Superintendent will make recommendations for changes to the District's curriculum to the Board of Trustees. The District Steering Committee (DSC) will advise the Superintendent regarding curriculum change. The DSC will be comprised of administrators and curriculum committee chairs. The Board of Trustees establishes a DSC and grants it the authority to make professional decisions, which it recommends to the superintendent, pertaining to curriculum, instruction, assessment and student learning. The DSC will adhere to the adopted administrative procedures outlined below:

#### **Instructional Resources**

As the governing body of the school district, the Board is legally responsible for the selection of instructional resources. Since the Board is a policy making body, it delegates to certified personnel of the district the authority for the selection of instructional and library resources in accordance with regulation.

Materials for school classrooms and school libraries shall be selected by the appropriate certified personnel in consultation with Subject Area Committees. Final decisions on purchase shall rest with the superintendent or his designee(s), subject to official adoption by the Board.

The Board believes that it is the responsibility of the district:

- To provide the materials that will stimulate growth in factual knowledge. Literary appreciation, aesthetic values and ethical standards.
- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance, the practice of analytical reading and thinking.
- To provide materials representative of the many religions and ethnic and cultural groups, showing their contributions to our American heritage.

### **Instructional Resource Selection and Adoption**

The Board will officially adopt instructional resources for use in the schools upon recommendation of the superintendent after consultation with the District Steering Committee.

## **ADMINISTRATIVE PROCEDURE (CURRICULUM GOVERNANCE):**

### **DISTRICT STEERING COMMITTEE**

The District Steering Committee (DSC) is a representative group of district personnel and board members. The DSC makes all professional decisions pertaining to curriculum, instruction, and student learning and advises the Board of Trustees, through the superintendent, in these matters. This means the DSC also serves as a sounding board for certified personnel in curriculum/instruction matters, makes recommendations regarding staff development, participates in the accreditation processes, directs work of all Subject Area Committees (SAC), and appoints and directs any other committees necessary for the development, implementation, and long-term evaluation of curriculum and instruction. The DSC does not make managerial decisions related to buildings, personnel, budgets, or other agenda items reserved for the administrative team or building principals.

### **MEETINGS**

**General Procedures:** The DSC will meet regularly throughout the school year for the purpose of carrying out its functions. Meeting dates will be established and noted on the district calendar. At the beginning of each school year, members will be informed of all regular meeting dates. Special meetings may be called as needed by the superintendent, or at least five members of the DSC. When possible, notification of any extra meetings shall be given at least five work days prior to the meeting.

**Decision-Making Process:** All decisions shall be by consensus of those members present. Voting will be used only when consensus cannot be reached and a decision must be made according to an immediate timeframe. In that case, simple majority (8) shall rule. Consensus principles and

procedures are outlined in Appendix A.

**Quorum:** A quorum constitutes a simple majority (8) of the total membership (15). Meetings will not be conducted unless a quorum is present.

**Channels of Communication:** All recommendations of the DSC will be presented to the Board of Trustees by the superintendent.

**Agenda Development and Procedure:** Meeting agendas shall be established by the DSC prior to each regular meeting. The agenda and notification of the meeting shall be available to all staff members. The superintendent shall determine the priority of agenda items.

**Maintaining Meeting Records:** Minutes of all meetings shall be taken and maintained by the assigned DSC member. Minutes will be available to all staff members. Minutes of SAC meetings will be included in a shared DSC file. The superintendent will maintain the shared folder.

**Amendments:**

The mission statement, long-range curriculum plan, and the policy document are subject to review at the discretion of the DSC. If changes, corrections, or updating are determined to be necessary after this analysis, then the DSC will make the amendments following the standard procedure for decision making.

**PERSONNEL**

**The Chairperson of the DSC:** The superintendent serves as chairperson of the DSC, with the following specific duties:

- presides at all regular meetings
- prioritizes agenda items for all regular meetings
- provides notification of all meetings
- may call special meetings
- assists in conducting in-service activities
- appoints DSC members according to the policy document and provides their training, using current DSC members as resources
- appoints members of Subject Area Committees
- monitors attendance of DSC members
- receives all written resignations from DSC members
- recommends yearly committee goals and objectives
- represents the DSC at all Board of Trustees meetings and other appropriate public functions, or appoints a DSC member to do so
- assures that all district committees adhere to the goals of the mission statement and the long-range curriculum plan

**Vice-Chairperson of the DSC:** A vice-chairperson shall be selected by members of the DSC. This individual shall have a minimum of one year's experience as a DSC member and will fulfill allowable duties of the chairperson in that person's absence according to district policy.

**Secretary:** Secretarial duties will be fulfilled by a member of the DSC on a rotating basis.

## **MEMBERS OF THE DSC**

Members of the DSC shall consist of administrators, SAC chairpersons and Board of Trustee members in an ex officio capacity. Administrators will be asked for their input on SAC chairpersons. Additional provisions are these:

**Terms:** Members of the DSC will be expected to serve through an entire curriculum revision cycle for their content area unless there are extenuating circumstances.

**Resignation:** A letter of resignation shall be written and submitted by the resigning member to the superintendent at least one regular meeting prior to the effective date of the resignation. The vacancy shall be filled promptly from the constituency according to the selection procedures.

**DSC Composition and Representation:** Member selection will represent the following content areas, making an effort to include all building levels and professional categories.

**Mathematics**  
**Language Arts/Reading/Media Specialist**  
**Science**  
**Social Studies**  
**Health/Physical Education**  
**Fine Arts**  
**Career and Technical Education**  
**Foreign Language**  
**Building Administrators\***  
**Superintendent\***  
**Board Members\*\***

\*These members are on the DSC by virtue of their positions.

\*\*The Board of Trustees selects two of its members to serve as ex officio members on the DSC.

**Stipends:** The DSC members will each be paid based upon the Extra Duty Pay Schedule. Each member will also serve as a chairperson or administrator for a SAC. In accordance with board policy, administrative personnel may not receive stipends.

**Attendance:** A member may be absent from no more than two regular meetings during one fiscal year. In the event that a member is to be absent, he or she is responsible for contacting the superintendent in advance. Members will be contacted by the superintendent after a second absence.

### **Duties of an Individual DSC Member:**

- completes a training program in the curriculum model being used in the district
- attends all regularly scheduled meetings of the DSC and assigned SAC
- maintains positive communication between DSC and building faculties, emphasizing teacher ownership of curriculum planning
- assists in training new DSC members, SAC members, or other participants in the district's curriculum development process
- chairs a SAC or serves as a member of such committee

- highly recommend that members complete the district's Balanced Leadership training

**Duties of the DSC as a Working Group:**

- acts as the communication link among the certified staff, superintendent, and Board of Trustees; and promotes and encourages communication among buildings and levels within the district
- establishes meeting dates and length of meetings
- sets and prioritizes goals for the year
- reviews the curriculum policy document as needed and makes revisions when appropriate
- develops a long-range plan for curriculum development, implementation, and evaluation — with an annual review of progress and direction
- assists the superintendent in appointment of SAC members who are not DSC members
- establishes guidelines for SACs, approves work completed by these groups, and recommends completed work to the superintendent
- assists SACs with staff development sessions related to new curricula
- recommends staff development sessions based on the needs and timelines of the curriculum model
- guides the district through a process of defining mastery and validates that definition periodically
- discusses and possibly modifies student progress reports
- creates a plan for extended learning opportunities
- makes decisions about assessments
- reviews and acts on externally mandated assessment and accreditation issues
- reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district

Adopted: October 10, 2013