

EDUCATIONAL PROGRAM
Series 600

Policy Title: CURRICULUM MANAGEMENT PLAN

Code: 600.3

Curriculum Philosophy

The Lapwai School District believes that quality design and implementation of curriculum common to all students will focus and connect the work of teachers and maximize educational benefits to students. The curriculum will be adopted by the board of education, explained to teachers and principals and monitored by district administrators.

The Lapwai Curriculum Management Model is a standards-based model developed to assure that all students leaving the district possess the skills, knowledge and attitudes to successfully enter higher education or the workforce. The model ensures the alignment of the written, taught, and tested curricula and is based on the following premises:

- All students are capable of achieving excellence in learning.
- Success influences self-concept; self-concept influences learning.
- Clearly defined targets are the basis for teaching and learning.
- Goals and instruction must be aligned to assessment.
- Curriculum must be continuously evaluated and modified to meet the changing needs of students.

Curriculum Development/Review Cycle

A systematic, ongoing program of curriculum development and evaluation will provide a means to revise and update courses taught in the district. Written curriculum guides for all grade levels and subjects in the school district will be revised and re-adopted by the Board of Trustees every five years. The following chart identifies the proposed curriculum development cycle for the district. It is important to note that although a subject may be up for consideration, a decision may be made to waive its review based upon major curriculum initiatives that take several years to implement.

Five-Year Review Cycle for Curriculum Development

Year	Phase I: Develop Curriculum Objectives/Scope and Sequence	Phase II: Select High Performance Materials and Provide Staff Development	Phase III: Implement Curriculum/Review and Adjust
99-00	Reading	Reading	
00-01	Language/Visual/Perform Arts	Language/Visual/Perform Arts	Reading
01-02	Mathematics	Mathematics	Language/Visual/Perform Arts
02-03	Science/PE/Health	Science/PE/Health	Mathematics
03-04	Soc Studies/For.Lang./Voc	Soc.Studies/For.Lang./Voc	Science/PE/Health
04-05	Reading	Reading	Soc.Studies/For.Lang./Voc

Procedures for Developing/Reviewing the Curriculum

The Lapwai School District will use the following procedures to ensure quality design and implementation of curriculum.

Design:

- Review the latest research, expert thinking, best practices and recognized state and national standards in each discipline.
- Assess current and future expectations for students.
- Analyze all relevant student achievement data to determine strengths and areas of concern.
- Establish/Review a complete set of goals and objectives for the discipline that are linked to the district's mission and beliefs, aligned with state and local content standards, and meet the needs of Lapwai School District's students.
- Develop/Review scope and sequence chart to clearly define articulation and coordination across grade levels and between schools.
- Identify the assessment tool(s) to be used and provide sample assessment items in the content and context of the test(s).
- Select high quality resources that are matched to the objectives for teachers to use in the delivery of the curriculum.
- Create specific instructional strategies that teach the objectives to a variety of learning styles, are aligned with local and state assessments, and engage students using real-world and relevant multicultural activities whenever appropriate.
- Use external consultants or "critical friends" to critique the process and products during the design stage.

Implementation:

- Provide staff development for everyone who works directly with design and delivery of the curriculum. Ensure that all are aware of the philosophy, design, and strategies for delivery.
- Establish a pilot year to try each newly developed curriculum, and encourage users to write ideas for more powerful strategies and more effective resources. Upgrade the curriculum at the end of the pilot year.
- Meet regularly with the users to discuss problems and ideas during the pilot year. Communicate progress and ideas throughout the district and continually improve the guides.
- Evaluate the curriculum's effectiveness in terms of student achievement.
- Submit the curriculum for adoption by the Board of Trustees.

Format and Components of Curriculum Guides

The Lapwai School District curriculum guides provide an outline for instruction and reflect alignment to the state standards, skill and knowledge statements adopted by the Idaho Legislature. The guides clearly communicate what students are to learn. Each guide should include the mission of the district, clear and valid instructional goals or objectives based on the state standards, evaluation means, instructional materials, instructional suggestions, and time allocations.

The district curriculum guide format was adopted to be effective and helpful to the intended users (Exhibit A))

Roles and Responsibilities for the Implementation of Curriculum

Board of Education

The Board , through its policy-making is responsible for:

- Developing policies that establish essential guidelines and procedures to facilitate the design and delivery of curriculum.
- Approving all new and revising curricula that outline the standards, goals and objectives that students are expected to master.
- Adopting a budget that provides for the development, implementation and training needed to deliver the curriculum.

Superintendent and District Staff Members

The Superintendent is responsible for:

- Implementing the curriculum and policies that influence both the design and delivery of curriculum.
- Setting curriculum guidelines and priorities.
- Organizing and facilitating committees to develop and review the curriculum.
- Providing/locating training and resources needed to implement the curriculum.
- Providing support to principals in their role of implementing, managing and monitoring the curriculum at their school sites.

Principals

The principal is essential to the monitoring and implementation of the curriculum. To support curriculum delivery the principal is responsible for:

- Conveying the significance of effective curriculum implementation on a daily basis.
- Observing teaching in each classroom, monitoring lessons and evaluating teacher-made tests.
- Developing a working knowledge of the curriculum scope and sequence for all subjects/courses.
- Providing opportunities for teachers to discuss and share ideas and improvement strategies.
- Using data to assess the effectiveness of classroom instruction and the adequacy of the written curriculum.
- Identifying staff development needs.

Teachers

Teachers are responsible for effectively teaching the planned curriculum as directed and for assessing student mastery with a variety of assessment tools, including any required district/state assessments. To support learning of the required curriculum, teachers are responsible for:

- Implementing the adopted curriculum.
- Involving students in the learning and assessment process.
- Determining students' learning strengths and needs.
- Communicating learning strengths and needs to students, parents and others.
- Encouraging parents to support students learning.
- Participating in the training designed to support these functions.
- Using assessment and analyzing data to evaluate curriculum effectiveness.

Students

Students are recognized and valued as the beneficiaries of the teaching/learning process. However, in order for optimal learning to occur, students must recognize the importance of their active participation in the learning process. Students are responsible for:

- Understanding their learning strengths and needs.
- Meeting or exceeding learning requirements based on the district curriculum standards.
- Recognizing the impact their behavior has on their learning and the learning of others.

Parents

The success of students is facilitated in a setting where a strong line between communities and schools exists. Parents are encouraged to assume an active role in the education of their children. The responsibilities of parents include:

- Identifying students' needs and providing information about their children to the schools.
- Reinforcing the learning process by monitoring students' process.
- Interacting frequently with the schools.
- Creating a home environment that supports teaching and learning.

Assessment of Curricular Programs and Students

As a measure of quality control, the State of Idaho mandates that all school districts conduct these yearly assessments:

- Idaho Standards Achievement Tests, Grades 2-10
- Idaho Reading Indicator, Grades K-3
- Direct Writing Assessment, Grades 5, 7 and 9
- Direct Math Assessment, Grades 4, 6 and 8

The data resulting from these assessments will be analyzed and reported to all stakeholders to assist in efforts to determine the quality of the design of educational programs and the effectiveness of delivery of classroom instruction.

Evaluation and reporting will be systematically conducted and frequently and on a continuous basis. The purpose will be to determine if the system is achieving its stated mission and goals. Assessment will focus on determining the extent to which curriculum alignment is present.

Program assessment data will serve as the foundation for aligning specific programs to standards. Both formative and summative evaluation criteria will be identified and tied to program goals, objectives and expectations. Budget allocations will be made based upon assessment data.

Teachers will use student assessment as a means for identifying appropriate instructional strategies intended to meet the needs of every student.

Evaluation of the Lapwai School District curriculum includes a thorough examination of the written, taught and tested curriculum.

The **written curriculum** for each content area will be evaluated using the following guidelines:

- Clarity and specificity of objectives
- Congruence of the curriculum to the assessment process
- Delineation of the major instructional resources
- Clear and effective approaches for classroom use

- Allocation of instruction time

The **taught curriculum** will be evaluated using a monitoring process that will consist of the following:

- Teacher observation
- Curriculum walkthroughs
- Peer coaching and mentoring
- Examination of collaborative and individual plans
- Examination of lesson plans

The **testing curriculum** includes standards found in national, state and local assessments. The assessments currently administered in the Lapwai School District are listed in Exhibit B. Instructors will provide classroom instruction that considers both the content and context of each assessment.

Staff Development

Intensive staff development will accompany writing of curriculum and development of curriculum guides. The staff development offerings will include interpreting test data to determine student progress and make decisions regarding instructional practices, curriculum additions and revisions, and program selection. Teachers will receive training in assessment strategies for and of learning. Staff development will encourage the alignment of the written, taught, tested and reported curriculum.

Date of Adoption:
November 17, 2003
Readopted: July 2009

Legal References:

Related References