

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 2120 P-1

CURRICULUM DEVELOPMENT

The purpose of these procedures is to provide a systematic approach to curriculum development and revision in order to ensure curriculum continuity, K-12, and an educational program that meets the needs of the student, community, and society.

The procedures specify the subject areas that will be reviewed during each year of the district's curriculum revision cycle and require the development and/or revision of goals, essential student learnings, instructional methods, instructional materials, and staff training.

I. CURRICULUM & STAFF DEVELOPMENT COUNCIL (CSDC)

- A. The Curriculum & Staff Development Council is a representative group of district personnel and community members that advises the Board of Directors, through the Superintendent on matters concerning curriculum development, instructional planning and professional development.
- B. Members of the Curriculum & Staff Development Council will be selected through an application process. Members will serve for an initial term of one year and may reapply for subsequent terms.
- C. The director of curriculum and Instruction shall preside at all meetings and coordinate all Council activities.
- D. Responsibilities of the council include, but are not limited to:
 - 1. Review a long-range plan for revising curriculum, adopting materials, inservicing staff, and assessing student performance relative to district learning goals and student outcomes;
 - 2. Establishing and overseeing special focus committees consisting of staff and community representatives for the purpose of program development and review;
 - 3. Promoting involvement and communication within the school community regarding instructional issues; and
 - 4. Recommending approval of new courses and programs.

II. GOALS AND ESSENTIAL LEARNINGS

- A. Educational goals, essential skills, and critical content are required at all levels of the educational program. These will range from broad, district-wide program goals to specified student outcomes for classroom instruction.

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- B. Representatives of the community and staff will be involved in the development and/or revision for each subject area in the curriculum cycle.
- C. Essential skills and critical content will be:
 - 1. Developed, implemented and reviewed for subject areas in accordance with the district's adopted curriculum.
 - 2. Aligned with the Washington State Essential Academic Learning Requirements.
 - 3. Implemented in the fall of the year following the identification of instruction materials.
 - 4. Evaluated as to student progress in accordance with requirements established by the state.

III. TEXTBOOK AND OTHER INSTRUCTIONAL MATERIALS

- A. Instructional materials, including textbooks, electronic media, telecourses, packaged courses or units, films, etc., are generally the basic resources for teaching and learning.
- B. Instructional materials selection will include:
 - 1. identification of the need for specific instructional materials;
 - 2. Selection of instruction materials; and
 - 3. Adoption and implementation of the materials.

Board Policy No. 2311 on instructional materials selection must be followed in this process.

IV. STAFF DEVELOPMENT

- A. The purpose of staff development is to provide training for staff and administrators in order to improve instruction. As the curriculum of the Ferndale School District changes, it will be necessary to ensure that appropriate staff development programs are provided.
- B. Staff development programs may be for general instructional improvement, or be designed to implement a specific change resulting from the curriculum revision cycle, i.e., the adoption of a reading series.

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V. NEW PROGRAMS/COURSES OF STUDY

In recognition of the potential need to revise an existing class or introduce a new program or course of study in a subject area prior to the revision date stipulated in Attachment 1, the following procedures and timelines are to be followed. Proposals shall be submitted and approved during the academic year prior to offering the course/program for the first time.

- A. Prior to October 1 of the year before the course/program is to be offered, the person(s) initiating the proposal shall:
1. Conduct an informal needs assessment with students and staff to determine feasibility of proposed new course or program.
 2. Meet with department chair, principal, and other pertinent staff to discuss budget, staffing, and scheduling implications, and
 3. Obtain building level administrator approval.

By January 31, the building principal/designee shall submit the completed course/program proposal forms, Attachments 2 and 3, to the Curriculum and Staff Development Council for action.

By the last day of February of the year before the course is to be offered, the Curriculum & Staff Development Council will take action on the proposal and forward a recommendation to the superintendent.

During the year the course/program is offered, the teacher, department chair, or administrator will be required to provide a follow up report to the CSDC containing the following:

1. course syllabus or program overview;
2. specific student outcomes, essential skills and content;
3. examples of assessment tools; and
4. student assessment results.

Implemented	12-13-1995
Revised	05-31-2001