

Warren County R-3 School District Curriculum Development and Renewal Manual

Goal

The district curriculum is the blueprint that all teachers use to develop, organize and guide instruction to guarantee that neither disparity nor unnecessary repetition exists in a student's learning sequence. Furthermore, teachers will use the district curriculum documents to ensure student growth, achievement of required graduate outcomes and fulfillment of the district's mission statement and vision.

Objectives

The district's curriculum will consist of instructional objectives written in a sequenced and uniform manner and subdivided by subject and grade. The instructional objectives will be aligned with the state grade level and course level expectations along with the common core state standards. Additionally, instructional objectives will be linked to assessments that will be used in the classroom to give feedback on student achievement and to drive instruction.

Curriculum Writing Process

There are three methods in which the district curriculum may be written. All curriculum writing will be initiated and coordinated by the Superintendent or designee.

1. Summer Writing – This is the preferred method for curriculum writing. Ideally, the Curriculum Teams will begin meeting at the start of the calendar year to discuss the strengths and weaknesses of the current curriculum. The actual writing will then take place over the course of several days in the summer.
2. Release Time – When there is a subject area that has only a few teachers who use a specific curriculum or when the Summer Writing does not allow for all curricula to be completed, the method of release time may be used. This method may only be used with the approval of the Superintendent.
3. Independent Writing – On a rare occasion, teachers may be allowed to write curriculum away from the school setting. This may only be done with the approval of the Superintendent.

In-depth Curriculum Evaluation and Revision

While the curriculum will be in a continuous state of revision and renewal, every five years the curriculum will undergo an in-depth evaluation, and if necessary, a revision. The evaluation process will include an examination of MSIP guidelines, input from the Curriculum Writing Team regarding the effectiveness of the curriculum, and an analysis of longitudinal assessment data. The goal of the evaluation will be to identify the strengths and weaknesses of the curriculum. The results of this evaluation will then be shared with and used by the Curriculum Team to write and revise the curriculum.

Curriculum Team

The district will maintain a Curriculum Team for each subject area within the elementary, middle and high school levels. The teams will be responsible for evaluating, writing, reviewing, revising, renewing and facilitating the implementation of the curriculum. In addition, the Curriculum Teams will be responsible for writing, evaluating and maintaining the suggested instructional methods, activities and assessments. With this responsibility comes that of writing and evaluating common assessments.

The Curriculum Teams will be composed as follows:

Elementary Team

One representative per grade level will represent each elementary building in the district for Communication Arts and Math. Each representative will meet once a quarter with the superintendent or designee and have up to one release day per quarter to work with each other. All other curricular areas will be organized the same as communication arts and math, but will only be given release time during their designed curriculum revision year unless deemed necessary by the assistant superintendent.

Middle School and High School Team

Two representatives per grade level will represent the district for Communication Arts and Math. Each representative will meet once a quarter with the superintendent or designee and have up to one release day per quarter to work with each other. All other curricular areas will be organized the same as communication arts and math, but will only be given release time during their designed curriculum revision year unless deemed necessary by the superintendent.

Continuous Review, Revision and Renewal

The four years following Board approval and implementation of curriculum, the Curriculum Team will meet to review data and make minor revisions when and where they are needed. This ongoing renewal process allows for the adjustments that are necessary to improve student achievement. Any revisions in the instructional objectives will require Board approval before implementation.

Curriculum Advisory Council

A curriculum advisory council will meet annually to review new curricular objectives prior to the curriculum being presented to the school board for approval. The curriculum advisory council will be composed of teachers, building administration, 1 school board member, parents, and community members. The council will recommend moving the curricular objectives to the school board for approval or having the curriculum rewritten.

Board Approval

Any time curriculum is revised, renewed or rewritten, it must receive Board approval prior to implementation. In addition, the Board must approve all new course offerings and the corresponding curriculum.

Distribution of the Curriculum

It is the responsibility of each building principal to ensure that every teacher within the building has access to or a copy of the current curriculum. The Curriculum Team members within the each building will be the resident curriculum experts and will be available to others in the building for help accessing or using the curriculum.

Once the curriculum is Board approved, it will be available for public access on the district's website.

Warren County R-3 School District
Curriculum Revision Schedule

Listed below are the dates for in-depth evaluation and revision for each content area.

2018 -2019 and 2023-2024

- Science
- Guidance
- World Language

2019-2020 and 2024-2025

- Fine Arts
- Practical Arts

2020-2021 and 2025-2026

- English Language Arts (ELA)
- Library

2021-2022 and 2026-2027

- Mathematics

2022-2023 and 2027-2028

- Social Studies
- PE/Health