

EDUCATIONAL PROGRAM DEVELOPMENT

Responsibilities for Curriculum Content and Course Development

The Office of Curriculum and Instruction in consultation with the Superintendent or his or her Designee, will be responsible for determining the membership of working teams or task forces charged with the development or revision of policies or practices regarding curriculum, instruction, courses, assessment, technology, or staff development.

Membership of curriculum committees, decision teams, and/or task forces will reflect equitable representation of stakeholders with interests relevant to the task. Calls for participation and committee, teams or task force rosters will be published on the District intranet and updated on a regular basis. Representative groups from which committees, teams, and/or task forces may be drawn include, but are not limited to, the following:

1. Classroom Teachers from specific content areas or grade levels;
2. Department Chair or Curriculum Liason;
3. Building Faculties;
4. Building Administrators;
5. Special Services Personnel;
6. Central Administrators or Chief Officers, and;
7. Parents, students, or community members as appropriate.

Purposes of the Curriculum Content and Course Development Process

The purposes of the curriculum content and course development process are to:

1. Provide a meaningful educational experience to all students;
2. Establish student learning standards in each content area;
3. Ensure that the curriculum and instruction are consistent with State/District standards;
4. Provide for continuous curriculum improvement to increase student achievement;
5. Provide for curriculum coordination between and across grade levels and schools;
6. Determine how well students are meeting District standards related to the curriculum;
7. Provide a process for additions or deletions of course offerings;
8. Provide a process for staff and community input, and;
9. Provide for integration of life skills across the disciplines.

Uniform Content and Performance Standards

Sweetwater County School District Number One, State of Wyoming has adopted the Wyoming Content and Performance Standards as the District's standards for curriculum development and

assessment.

- a. Demonstrate evidence of proficient performance on the uniform student content and performance standards for the common core of knowledge and skills specified under Section 8 of Chapter 31 Rules for Graduation Requirements as follows:

Wyoming Reading/Language Arts Content and Performance Standards
Wyoming Mathematics Content and Performance Standards
Wyoming Science Content and Performance Standards
Wyoming Social Studies Content and Performance Standards
Wyoming Health and Safety Content and Performance Standards
Wyoming Physical Education Content and Performance Standards
Wyoming Foreign Cultures and Languages Content and Performance Standards
Wyoming Career and Vocational Education Content and Performance Standards
Wyoming Fine Arts and Performing Arts Content and Performance Standards
Wyoming Humanities Content and Performance Standards
Wyoming Applied Technology Content and Performance Standards

- b. Satisfactorily pass an examination on the principles of the Constitutions of the United States and the State of Wyoming. (W.S. 21-9-102)

The Curriculum Content and/or Course Development Process

To maintain effective communication and appropriate planning, the following process shall be utilized to present and authorize curriculum/course changes:

October

Content area departments, grade level instructors, task forces, or curriculum committees (“sponsoring team”) may make a written recommendation to the Office of Curriculum and Instruction to initiate a review, development, or improvement process for their area, or the Office of Curriculum and Instruction may initiate the process. Initial action items should incorporate discussions with the building department chairs, building principals, school staff, and curriculum staff, including the District Department Chair related to the proposed changes in the educational program including curriculum content, or course addition or deletion.

November

If given preliminary approval by the Chief Academic Officer, the sponsoring team shall develop a written proposal recommending the curriculum content change, or course addition or deletion. The sponsoring team shall provide a record of proceedings identifying at least a consensus majority in support of the proposal. The proposal should incorporate a comprehensive review of the rationale and purpose for the proposal. Alignment with the Wyoming Uniform Content and Performance Standards and/or national standards should be demonstrated with identification of academic rigor. Compliance with Wyoming Statutes, Wyoming Department of Education Rules and Regulations, and District Policy for promotion and retention of students, or graduation

requirements should be identified. The submission proposal shall also specify staff certification requirements, staff development requirements, anticipated costs and expenses, including recommendations for instructional materials and technology resources required for the proposal.

December

The written proposal is presented to the Chief Academic Officer, Director of Human Resources, and the Superintendent or his or her Designee by a specified date in December. The proposal shall be evaluated for compliance with the requirements of Policy File IF and IF-R. In conducting the evaluation, the best interests of the students and the District shall be considered including, but not limited to, budget implications, resource and facilities requirements, professional and staff requirements, compliance with curriculum content standards, and compliance with District Policies.

January

Approved proposals shall be identified in preliminary course catalogs and/or draft student handbooks for the upcoming academic year.

February/March/April

Course catalogs are approved.

Purchase orders are drafted for any necessary course materials or technology resources.

Due to unforeseen circumstances, this process may be modified by approval of the Superintendent or his or her Designee.

Pilot Programs

Pilot Programs may be used to evaluate elective courses, textbooks, instructional methodologies, computer software or new technologies upon approval by the Chief Academic Officer. Teachers, administrators, and the facilitator involved must approve and accept the specific pilot program to participate.

Adopted 12/10/90

Revised 12/12/91; 3/10/99; 12/11/13

School District #1, Sweetwater County, Wyoming