THE CURRICULUM REVIEW PROCESS

Statement of Purpose

Curriculum development is a dynamic and continuous process by which a school system plans, implements, and evaluates its educational programs in a coherent and logical manner. Curriculum guides the teaching/learning process by defining what is to be learned, how it is to be learned, and how it will be assessed. Through the use of written curriculum documents, teachers are able to ensure that every student will encounter a planned, on-going, and systematic program. To be highly effective, the written curriculum must be used by teachers on a daily basis to make instructional decisions that are focused on a common core of mastery objectives. The curriculum must also be flexible enough to allow for a teacher's creativity, enhancement, and critical monitoring of effective learning strategies. The written curriculum must be a working document that is constantly reviewed and modified to meet the learning needs of students.

The Curriculum Committees will establish an orderly and ongoing process for assuring that there is a written curriculum in each discipline which is aligned to the PA Academic Standards, and accurately reflects the philosophy and goals of the Fairview School District. To accomplish this purpose, the Curriculum Committees must actively engage in a process of determining the needs for curriculum review and revision. They must become the body which reviews current research, understands the impact of state initiatives, and is aware of how the future affects today's curricular offerings.

The Committees will set the standards for learning in Fairview. The establishing of what is expected of a graduate of the Fairview School District has a major impact on the curriculum which, in turn, will affect what students will be expected to accomplish at each grade level.

Within the framework of the limited resources of time and money, each program offering must be routinely evaluated to determine those programs which are of value for today's learners and those which are not. It is through a process of ongoing evaluation that the Committees will determine how best to design a curriculum which will meet the present and future learning needs of our students.

Function of the Model

- To ensure a PA Academic Standards-based curriculum
- To review existing district standards and benchmarks
- To determine a logical scope and sequence for K-12 instruction
- To articulate K-12 programs
- To identify program omissions and duplications
- To assess the extent to which a program does what it intends to do
- To determine the extent that a program meets the needs of students
- To identify changes and trends in the school community
- To provide a database for decision-making and long-range planning
- To inform the community of program quality and effectiveness
- To guide staff development
- To provide guidance for the selection of instructional materials based on research and best practice
- To identify areas where curriculum areas can be integrated
- To satisfy the requirements of Fairview School District Policy (107, 108, 217)

ROLES AND RESPONSIBILITIES

A. Board of School Directors

Role: Adopt policies and support practices and procedures that promote the mission of the Fairview School District.

Responsibilities:

1. Provide the necessary time, funds, and facilities and staff for curriculum coordination and implementation.

2. Receive regular reports and presentations from the Director of Curriculum, Instruction, and Assessment regarding the progress of his study.

3. Consider recommendations of the Superintendent concerning the changes in curricula and adoption of policy and administrative guidelines.

4. Make information concerning curriculum policy available to the community.

B. Superintendent of Schools

Roles:

1. Ensure that all aspects of the curriculum coordination process are compatible with the mission of the Fairview School District.

2. Provide for the overall development, implementation, and evaluation of the curriculum.

3. Support the efforts of staff with the curriculum development process.

Responsibilities:

1. Authorize the Curriculum Committees for each subject area.

2. Receive, review, and provide feedback on reports from the Curriculum Committees.

3. Recommend policy based on these reports.

4. Assist the Director of Curriculum, Instruction, and Assessment, principals, curriculum committee members, and facilitators in planning and developing the committee functions.

5. Assist the curriculum committee in research and information gathering activities.

C. Director of Curriculum, Instruction, and Assessment

Role: Coordinate curriculum integration and articulation, K-12, with school district administrators and committee members.

Responsibilities:

1. Chair Curriculum Committees and serve on committees when appropriate.

2. Schedule and arrange Curriculum Committee meeting times and locations.

3. Plan the Curriculum Committee meeting agenda and compile relevant materials to address the current concerns/needs of the committee.

4. Facilitate teachers in providing K-12 curriculum integration and articulation.

5. Communicate with administrators on issues related to curriculum coordination.

6. Assist in the coordination and evaluation of curriculum articulation and integration.

7. Arrange for the presentation of Curriculum Committee progress reports to the Board or other groups.

8. Work with other administrators in the preparation and revision of documents reflecting changes and ordering of related instructional materials.

9. Establish and charge the curriculum committees.

10. Assist the principals, curriculum committee chairpersons, and facilitators in planning and developing the committee functions.

11. Assist the curriculum committee chairpersons in research and information gathering activities.

12. Authorize released time, compensation time, and/or extra duty pay.

D. Principals

Role: In partnership with the Director of Curriculum, Instruction, and Assessment, facilitate the development, implementation, and evaluation of curricula, policies, and administration procedures.

Responsibilities:

1. Serve on Curriculum Committees and assist committees as needed.

2. Work with the Superintendent and Director of Curriculum, Instruction, and Assessment in curriculum coordination.

3. Supervise the curriculum implementation for his/her building.

4. Provide feedback to the Curriculum Committee regarding the effectiveness of curricula in assisting students to achieve the student learning outcomes.

E. Curriculum Committees/Teachers

Roles:

1. Review specific curricula and curricular components.

2. Recommend changes and revisions to the Director of Curriculum, Instruction, and Assessment.

3. Assist with the development, implementation, and evaluation of curricula.

4. Review and select textbooks and other resources to carry out the proposed curriculum.

Responsibilities:

1. To follow the procedures as defined in the Curriculum Review Process.

2. Assess available resources and identify new resources needed.

3. Work with the administrative staff in the preparation and revision of curriculum and in the purchase of related instructional materials.

4. Implement the scope and sequence of planned courses appropriate to his/her assigned area(s) of responsibility.

5. Evaluate the effectiveness of the curriculum as related the PA Academic Standards.

6. Analyze PSSA results to recognize strengths and weaknesses in the program.

7. Provide feedback regarding the effect(s) of new curricula and instructional strategies.

F. Students and Parents

Role: Provide input on curricular concerns to teachers and administrators.

Responsibilities:

1. Complete surveys/needs assessments.

2. Review proposed curriculum and provide feedback through appropriate channels.