

**RYE CITY SCHOOL DISTRICT**  
**RYE, NEW YORK**

**4230-R**

**CURRICULUM ADOPTION**

The Board of Education is required by law to adopt the curriculum of the school district. As trustees of the public, the Board bears the responsibility of ensuring that the program of instruction is consistent with the New York State Learning Standards and the values and beliefs of the community it serves. This responsibility can be entrusted, in part, to a broader base of the school and the community through a council that will provide an appropriate forum for this process.

A Curriculum Council was formed to develop structure, guidelines, and procedures for the curriculum development and review process. The council is composed of faculty, students, administrators, parents, community members, and members of the Board of Education.

**Role**

- To review proposals for new course offerings
- To consider and make recommendations regarding initial curriculum proposals
- To make recommendations to the Superintendent for the development and adoption of curriculum proposals by the Board of Education
- To review the progress of the Curriculum Committees and the Curriculum Review Cycle

**Organization**

The Curriculum Council is chaired by the Assistant Superintendent for Curriculum, Instruction, and Assessment.

**Membership**

**Faculty (10)**: Six elementary faculty members, preferably two from each elementary school and four secondary faculty members, preferably two from the middle school and 2 from the high school. Every effort should be made to have representation from diverse grades/subjects. Faculty interested in participating will be asked to contact their Principals. If more than two people from a school level, etc. is interested, the Principals and the Assistant Superintendent will make a selection in the interest of balanced representation.

**Administrators (5)**: Three elementary and two secondary administrators.

**Parents (5)**: Parent Organizations from each school will be asked to select parent representatives. If more than one parent is interested, an alternate may be selected to serve when the representative is unable to attend.

**Students (3)**: The high school principal, in consultation with the faculty, will solicit and select student members for the Council. At least one representative should be a Junior class member and one a Senior.

**Board of Education Liaison (2)**: One permanent and a second rotating member.

**Community (2)**: May serve for up to two years.

### **Term**

Curriculum Council Members will be asked to commit to a two-year term. While a two-year term addresses the goal of providing ongoing opportunities for different members of each stakeholder group to contribute, two-year terms may be renewed if there are no new interested participants.

### **Meeting Times and Dates**

The Curriculum Council will meet 5 times annually, in October, December, February, April and May from 6 p.m. until 8 p.m.

### **Process**

Curriculum proposals will be processed through the following steps:

- Development of written proposal with principal's approval
- Presentation to Curriculum Council
- Council Discussion and Review
- Decision re: Recommendation to Superintendent/Board of Education for Curriculum Development
- Presentation of fully developed curriculum to Council and Board of Education
- Decision re: Recommendation to Superintendent/Board of Education for adoption

### **Development**

Teachers proposing a new course will confer with their principals, complete the appropriate district form, and submit the proposal, with the principal's signature, to the Assistant Superintendent. These proposals and subsequent curriculum development documents will use district forms found on the website. Teachers will use Rubicon Atlas to write their curriculum.

### **Presentation**

Proposals will be reviewed and scheduled for presentation. Proposals will be forwarded to the Council prior to the meeting of the Council in which the proposal is reviewed. The faculty members will be asked to present a brief overview of the proposal to the council.

### **Council Discussion and Review**

Following the presentation at a meeting, the Council will deliberate and make recommendations regarding each agenda item.

### **Council Recommendations**

The Council will send approved proposals on to the Superintendent. The Council should work to achieve consensus on its recommendations. In the event that consensus cannot be reached the Chair may elect to call a vote to ensure a timely review of proposals. A simple majority of those present will constitute the council's recommendation.

### **Calendar for Curriculum Proposals**

September/October:	Presentations on completed summer curriculum work Adoption by the Board of Education of the new curriculum
November/December:	Submission of written proposals for new courses Presentations on new course proposals
January/February:	Submission of written proposals for new courses Presentations on new course proposals
March/April:	Recommendations to Superintendent for course proposals Course proposal presentations to Board of Education
May/June:	Notification of curriculum monies for curriculum work Distribute timeline
July/August:	Summer Curriculum projects completed

### **Curriculum Review Cycle**

The establishment of a curriculum review cycle is critical to the planned, on-going, and systematic curriculum process in the Rye City School District. The curriculum review cycle establishes the primary charge to the Assistant Superintendent for Curriculum, Instruction, and Assessment (i.e. conduct assessments, establish scope and sequence, evaluation, textbook adoption, etc.). Monitoring of the curriculum review cycle is one of the major functions of the Assistant Superintendent for Curriculum, Instruction, and Assessment. Along with the subject area coordinators, and a Curriculum Committee comprised of teachers, administrators, Board of Education representatives and parents, the following cycle will be utilized:

Year 1:	Step 1	Study trends, review research, assess needs
	Step 2	Establish and/or review philosophy, student outcomes, scope and sequence
Year 2:	Step 3	Design, pilot, adapt, recommend
	Step 4	Adoption and implementation of curriculum
Years 3-5:	Steps 5-7	Monitor and evaluate curriculum

### **Curriculum Review Cycle Defined**

#### **Year 1/Step 1-Research and Review: Study trends, review research, and assess needs**

The Curriculum Committees will:

- a. Write/revise a statement of purpose designed to explain the current program and to guide all developments/revision work. The philosophy will relate to our district mission, core values, and strategic objectives.
- b. Study the current research and best practices in the subject area. Survey staff for curriculum strengths, needs, problems and concerns.
- c. Examine and “map” the current curriculum as well as the instructional materials using New York State Learning Standards, National instructional standards in related areas.

All curriculum materials should satisfy appropriate standards for:

#### **Instruction**

1. relevance-richness of quality
2. sequence and articulation
3. scope and balance
4. free of bias-race, creed, gender, age disability
5. appropriate level of difficulty
6. appropriate variety of learning strategies
7. incorporation of higher order thinking skills

### **Related areas**

1. communication skills
  2. multicultural education
  3. global education
  4. technology
  5. human growth and development
  6. special education
  7. talented and gifted
  8. at risk
  9. career education
  10. research skills
- d. Identify priority needs and problem areas. Answer the question of whether teachers, administrators, school board members, or parents will need orientation/in-service to explain the Council's rationale for recommending any major changes.
- e. Establish priorities for the second year of the cycle.
- f. Review results with Curriculum Council, District Coordinators and District Administrators.
- g. Report results of the year's work to the Superintendent, Curriculum Council and subsequently, the Board of Education for consideration.

### **Year 1/Step 2 – Research and Review: Establish and/or review philosophy, student outcomes, scope and sequence**

The Curriculum Committee will:

- a. Review present programs or courses and consider revisions, additions or deletions as a result of need identified in step 1.
- b. Review program or course goals.
- c. Revise/develop student learning outcomes for each goal.
- d. Review standards
- e. Develop the program guide in recognition of needs.
- f. Examine, discuss and select alternative instructional materials and methods under review.
- g. Review results with Curriculum Council, District Coordinators and District Administrators.
- h. When appropriate, visit other schools or programs, using the materials and methods under review.
- i. Plan meetings with appropriate personnel to explain and provide staff development about any proposed new approaches.
- j. Search and consider grant proposals to assist in development work.
- k. Establish priorities for the third year of the cycle.
- l. Report results of the year's work to the Superintendent, Curriculum Council and Board of Education for further consideration.

### **Year 2/Step 3 – Adoption and Implementation: Design, pilot, adapt, recommend**

The Curriculum Committee will:

- a. Institute one or more pilot programs if and where appropriate.
- b. Evaluate alternatives.
- c. Consider and recommend in-service/staff development activities, if needed.
- d. Prepare appropriate recommendations to district administrators, building administrators, supervisors and instructional leaders about the proposed curriculum.
- e. Review or develop local curriculum guides for all levels and courses by adapting guides to respond to needs.
- f. Review results with Curriculum Council, District Coordinators and District Administrators.
- g. Establish priorities for the fourth year of the cycle.
- h. Report results of the year's work to the Superintendent, Curriculum Council and Board of Education for further consideration.

### **Year 2/Step 4 – Adoption and Implementation: Adoption and implementation of curriculum**

The Curriculum Committees will:

- a. Plan for/conduct in-service and staff activities on revised curriculum.
- b. Implement the program as approved
- c. Develop and begin implementation of the evaluation process for program and student outcomes; begin gathering baseline data.
- d. Monitor and recommend adjustments as needed.
- e. Establish priorities for the fifth year of the cycle.
- f. Review results with Curriculum, Instruction, and Assessment Team, Superintendent and Board of Education.
- g. Report results of the above year's work to the Superintendent, Curriculum Council, and subsequently, to the Board of Education for further consideration.

### **Years 3-5/Steps 5-7 – Evaluate and Monitor: Monitor and evaluate curriculum**

The Curriculum Committees will:

- a. Monitor the overall implementation process.
- b. Assist with continuation of in-service/staff development activities.
- c. Modify goals and outcomes where appropriate.
- d. Continue to assess the effectiveness of new materials and/or methods.
- e. Establish priorities for the first year of the cycle.
- f. Review results with the Curriculum Council, Superintendent and Board of Education.

# SAMPLE 5-YEAR REVIEW CYCLE

		2017-18	2018-19	2019-20	2020-21	2021-22
<b>Research and Review Year 1</b>	Conduct Assessments Study Trends Research Student Needs Staff Development	Math	Social Studies		ELA	Science
	Philosophy/Goals Objectives Student Outcomes Set Standards Scope and Sequence	Math	Social Studies		ELA	Science
<b>Adoption and Implementation Year 2</b>	Design, Pilot, Adapt Adopt Curriculum Guides Instructional Materials Textbooks	Science	Math	Social Studies		ELA
	Adoption Implementation Review Standards Staff Development Textbooks	Science	Math	Social Studies		ELA
<b>Evaluate and Monitor Years 3-5</b>	Evaluate Curriculum Evaluate Instruction Monitor and Adjust Yr. 3	ELA	Science	Math	Social Studies	
	Evaluate Curriculum Evaluate Instruction Monitor and Adjust Yr. 4		ELA	Science	Math	Social Studies
	Evaluate Curriculum Evaluate Instruction Monitor and Adjust Yr. 5			ELA	Science	Math

## FIVE YEAR CURRICULUM PROGRAM REVIEW SCHEDULE

Content Area	2016-17	2017-18	2018-19	2019-20	2020-21
Social Studies		R	R	I	E3
ELA	I	E3	E4	E5	R
World Languages	R	I	E3	E4	D5
Mathematics		R	I	E3	E4
Science		R	I	E3	E4
Technology			R	I	E3
Visual arts			R	I	E3
Music			R	I	E3
Physical Education	R	I	E3	E4	E5
Health	R	I	E3	E4	E5
Guidance		R	I	E3	E4
Library-Media		R	I	E3	E4

**Key:**

**R-Research and Review:**

- Conduct Assessments
- Study Trends
- Research Student Needs
- Staff Development
- Philosophy/Goals
- Objectives
- Student Outcomes
- Set Standards
- Scope and Sequence

**I-Adopt and Implement:**

Design, Pilot, Adapt  
Adopt Curriculum Guides  
Instructional Materials  
Textbooks  
Review Standards  
Staff Development  
Textbooks

**E-Evaluate and Monitor (3 years)**

Evaluate Curriculum  
Evaluate Instruction  
Monitor and Adjust

Date of Acknowledgement by the Board of Education: April 4, 2017