

Procedures for the Organization and Implementation of School Curriculum Improvement Committees (K-5) 6140.12 (R)

It is most essential to formalize the process for guiding responsive curricular change within the elementary schools. Each school must have an internal mechanism for initiating, coordinating, analyzing and recommending improvements in curricular programming that brings to staff a voice in decision-making.

FUNCTIONS OF THE COMMITTEE

1. 1. To serve as a clearinghouse for all suggested curricular related matter submitted by school staff members.
2. To plan for the orderly implementation of such improvements as adopted by the committee.
3. To recommend in-service programs or activities that would parallel suggested curricular changes endorsed by the committee.
4. To consider and take action with regard to curriculum related concerns as they occur throughout the school year.

COMMITTEE PERSONNEL

The School Curriculum Improvement Committee should consist of the building principal, two primary level teachers, and two intermediate level teachers. Other staff personnel and special teachers may participate in committee sessions as deemed appropriate. Also, the School Curriculum Improvement Committee should call upon supervisory personnel and curriculum co-chairpersons for purposes of communication, coordination and support.

COMMITTEE PROCEDURES

1. The committee should meet on at least a monthly basis for approximately one hour.
2. An agenda should be published in advance of the meeting. Any staff member can submit agenda items.
3. Minutes should be kept at each meeting and published (or posted) for the benefit of staff, curriculum committee co-chairpersons, and the Assistant Superintendent for Instruction.
4. Specifically, the committee should consider any matter related to programming including at least the following components: instructional materials, grouping procedures, evaluative procedures, organizational matters, teaching strategies, professional development and staff allocation.
5. All committee recommendations dealing with short-term matters should be implemented at the building level as soon as feasible. All committee recommendations having implications for significant program change are to be reviewed with the Assistant Superintendent for Instruction prior to implementation.

FUNDING ASSISTANCE

The SCIC must, of course, have access to financial resources if it is ever to truly function in a meaningful way. Through PPBES, each school is allocated amounts of money, by program, through which to assist in funding recommendations approved by the SCIC.

Approved 4/28/1981

Previous Policy Number: HE1-R(2)