

Easton USD #449



Curriculum Handbook

**Easton USD 449 Schools
Curriculum Handbook**

K-12 Textbook Adoption Schedule

Date to Adopt new Texts	Curricular Area
Spring 2008	Art, Health, Music
Spring 2009	Foreign Language and Business
Spring 2010	Science
Spring 2011	Social Studies
Spring 2012	English / Language Arts and Industrial Arts
Spring 2013	Mathematics and Ag. Science
Spring 2014	K-8 Reading and 9-12 Literature

Easton USD 449 Guidelines for Curriculum Changes/Proposals

1. Will the learner interact with the content? Will they have a chance to practice the behaviors that express it?
2. Will the learners have the chance to challenge and extend the content?
3. Will the learner realize satisfaction from his or her involvement with the course or program content?
4. Are the desired outcomes within the capabilities of the learners?
5. Are several different experiences provided for obtaining specific learner behaviors? Will all the modalities of the students be encouraged?
6. Will the experiences lead to additional learning?

Familiarity with curriculum:

It is the professional responsibility of each teacher to ensure familiarity with the district curriculum. There are master copies of the curriculum guides and assessments kept on the shelves in the outer office of the superintendent. The same material may be reviewed from the Easton USD 449 administrative server and teachers are authorized to print or reproduce portions or all of the curriculum guidelines that pertain to their teaching assignment.

Courses outside of math, science, language arts, and social studies need to have curriculum guides and assessments developed if they are not already on file. It is the intent of the administration to continue to develop and refine district curriculum until all courses are documented and on file.

Teachers are encouraged to make improvements to courses they teach and the assessments used to measure progress. However, the administration and the other teachers who may be affected by the changes must approve changes to the basic curriculum. Teachers are encouraged to measure all lessons and teaching innovations against their curriculum before making significant changes.

Teachers must be familiar with the Kansas State Standards and Assessments and shall align local curriculum with the Kansas State Curricular Standards and formative assessments when writing local curriculum.

Using Data to Improve Instruction:

Analyzing Kansas State Assessment, standardized test, and formative assessments will permit us to determine concepts that need more attention and those our students are mastering. This information could assist teachers in more effectively allocating time and resources.

Making Improvements to Curriculum and Assessments:

Teaching is a very dynamic profession and new topics and ideas are always being “discovered” or revisited. We must continue to evaluate and make improvements to our curriculum and assessments. Suggested changes and improvements should be submitted on the following form.

Forms shall be submitted to building principals for approval and submitted to the District Curriculum Council for action no later than February. Curriculum updates shall be posted on the district web site.

Curriculum Change Proposal

Course/Program Title _____ Date _____

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Department/Grade Level _____

Submitted by _____

A. Types of Change:

_____ Addition of new course

_____ Deletion of existing course

_____ Name change

_____ Course reorganization in terms of sequence, etc.

_____ Other (Please specify)

B. Explain the Proposal (address the following issues):

Describe

1. The evolution of the proposal;

2. The relationship of the proposed course or change to other courses in the curriculum;

3. The perceived student need for the course;

4. The place of the course in the sequence;

5. The support for the proposal by reasoning from “best practice” or current research.

C. Preliminary Course Description (as it might appear in the Program of Studies)

D. Course/Grade Level Outcomes

E. Types of assessment

Fiscal Consideration for Proposal

Materials/Equipment

1. Non-consumable materials / equipment costs (Please specify)

Type of materials/equipment **Cost**

2. Consumable materials (Please specify)

Type of materials/equipment **Cost**

3. Room, space, or location requirements

Personnel

1. Does this change suggest an increase in current departmental allocations (explain)?

2. Can the course / program be offered with current staff? If not, how will this assignment be filled?

Easton USD 449
Proposed changes to Curriculum / Assessments

Date: _____

Subject: _____

Grade Level: _____

Teacher: _____

Curriculum / Test: _____

Page number or test number: _____

Proposed Change: _____

Approval: Administration _____ Teachers _____

USD 449 District Curriculum Committee

rev. September 2006

DCC Yearly Timeline

- October / November - Textbook samples ordered for teacher review
- December / January – Textbooks received and reviewed by staff
- January – Staff curriculum changes to DCC
- February – Final Curriculum changes adopted by DCC
- February – Staff text recommendations to DCC and accepted by DCC
- March – Curriculum changes approved by BOE
- April – Textbook adoptions approved by BOE

DISTRICT CURRICULUM COMMITTEE STRATEGIC POLICIES
revised November 2006

1. The superintendent, the building administrators and a teacher from each building will make up the membership of the district curriculum committee.

2. DCC teacher members will serve a two-year term on a rotating basis with one elementary and one secondary teacher going off each year so there will be no more than two new members a year. PRES and PRMS will rotate together and SCV and PRHS will rotate together. The building representative may serve for additional terms if it is agreed upon by the representative and the building administrator.

3. The DCC will meet during the school day, beginning in September.

4. Responsibilities of the DCC include:
 - A. Curriculum alignment
 - B. Curriculum/Textbook adoptions or deletions
 - C. Overseeing any modifications and/or adjustments of the Curriculum
 - D. Acting as liaisons to the staff at all buildings
 - E. Provide recommendations for in-service to PDC
 - F. Provide staffing recommendations to Administrative Team
 - G. Provide information and recommendations to the Board of Education regarding curriculum issues

5. All decisions will be made by consensus.

6. Minutes of each meeting will be posted in each building.



Grade Level / Department Meeting Report
Team Feedback Sheet

Date: _____

Meeting Times: _____

Members in Attendance:

Goals / Duties for the day:

Minutes of today's meeting:

Questions / Concerns / Comments:

