

Rutland South Supervisory Union
Middletown Springs Town School District
Tinmouth Town School District

Ira Town School District
Poultney Town School District
Wells Town School District

Curriculum Management & Adoption

Code # G-1B

Policy:

- I. In accordance with Vermont State law, the board of each supervisory union shall set policy to coordinate curriculum plans among all elementary schools within the supervisory union and Poultney High School and with receiving secondary schools from outside of the supervisory union where appropriate and reasonable. From the adoption of this policy forward, all written curricula must be presented and approved by the Curriculum Coordinating Council and presented to the Rutland Southwest Supervisory Union Board as per Policy G-1A. The superintendent has the responsibility for ensuring that curriculum is consistent with the written goals and objectives of the instructional program approved by the supervisory union board and to conduct systemic evaluations of all programs within the curriculum to maximize student outcomes and achievement.
- II. The purpose of this policy is to require that all written, taught, and assessed curricula are internally consistent. Quality control of a curriculum requires constant monitoring, evaluation, and adjustment to all three elements.
- III. The Written Curriculum
 - a. The written curriculum documents of the RSWSU and member school districts shall be written and/or revised according to the National Curriculum Audit Standards for the purpose of guiding and supporting teachers to effectively plan instruction.
 - b. The written curriculum documents shall follow a standard format and layout.
 - c. The written curriculum documents shall support horizontal and vertical alignment of instruction across the supervisory union.
 - d. Curriculum documents shall minimally contain and be responsive to:
 - i. A title page, including relevant dates for submission, review, board approval and implementation.
 - ii. A content scope and sequence appropriate to grade levels (shall delineate prerequisite skills and definition of mastery) aligned with the *Vermont Framework of Standards and Learning Opportunities*, the *Grade Expectations*, the *New England Common Assessment Plan (NECAP)*, and the *Local Common Assessment Plan (LCAP)*
 - iii. Curriculum and/or concept maps
 - iv. Essential knowledge, concepts and/or skills (learner outcomes)
 - v. Essential questions
 - vi. Clear and concrete unit structures; research-based approaches for lesson plans and classroom activities for each learner outcome
 - vii. Time frames for units and lessons
 - viii. Formative and summative assessment approaches and/or suggested assessments for collecting student progress data aligned with identified learner outcomes

- ix. Strategies/differentiated approaches for students who are not meeting expectations or exceeding expectations for each learner outcome
 - x. Sample formats of assessments aligned with NECAP and LCAP
 - xi. Content-specific vocabulary and definitions
 - xii. Integration of technology to enhance learning, increase productivity, and promote creativity to prepare students for learning in the 21st century.
 - xiii. For each learner outcome, suggested instructional materials including approved textbooks, trade books, primary resources, software, supplemental programs or materials, web sites, media, assistive technology, field trips, etc.
 - xiv. Integration and/or cross-referencing of other curricula as appropriate
- e. Prior to the Supervisory Union Board approval, the written curriculum shall be reviewed and refined by teachers who will pilot the curriculum. Building principals shall participate in this process. The Curriculum Coordinating Council shall provide a procedure to collect feedback for final revisions.
- f. The writing, revision, and approval process for each curricular area shall take place on a cyclical rotation as determined by the Curriculum Coordinating Council. The sample below is an example of a typical curriculum cycle model:

- Year 1 Assess Needs
- Year 2 Recommend (Write)
- Year 3 Implement (Pilot)
- Year 4 Monitor (Collect Feedback and Revise)
- Year 5 Monitor
- Year 6 Evaluation

IV. The Taught Curriculum

- a. Teachers shall use the approved and adopted written curriculum as the basis for the development of daily lesson plans.
- b. The building administrator shall supervise and evaluate the implementation of the written curriculum.
- c. Teachers shall assess and reflect upon student progress for the purpose of modifying instruction to improve achievement.
- d. Any significant deviations from the written curriculum shall only occur with the knowledge and consent of the building administrator.

V. The Assessed Curriculum

- a. The assessed curriculum must be derived from and consistent with the written and taught curriculum.
- b. Assessments uniform to each grade level or subject area shall be aligned with state standards and grade expectations.
- c. A Local Common Assessment Plan (LCAP) shall be adopted to provide consistency across all schools. LCAP assessment results will be reviewed by the Curriculum Coordinating Council or a designated sub-committee to evaluate the effectiveness of the written and taught curriculum in meeting RSWSU learner outcomes.

VI. Instructional Materials and Tools

- a. The essential prerequisite for the adoption of instructional material shall be alignment with the written curriculum.
- b. The adoption of instructional material shall be coordinated with the cyclical rotation of curriculum development as determined by the Curriculum Coordinating Council.
- c. Requests for new or additional instructional materials shall be made through the building administrator to the Curriculum Coordinating Council for approval.
- d. The Curriculum Coordinating Council shall make recommendations to the superintendent for the adoption of approved instructional materials.
- e. Instructional tools, including technology, shall be used for the purpose of enhancing learning, increasing productivity, and promoting creativity.
- f. The Curriculum Coordinating Council shall create a Technology Committee to provide recommendations to content area committees for the integration of technology into the curriculum and to monitor and report on the availability and quality of technology tools across all schools in the RSWSU to insure the development of 21st Century learning skills for all students.

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	10/26/09	None
Ira Town School District	See RSWSU	None
Middletown Springs Elementary School District	12/14/09	None
Poultney Town School District	11/17/09	None
Tinmouth Town School District	11/9/09	None
Wells Town School District	11/18/09	None