



# Mitchell School District 17-2 POLICY

Category	Approval								
Series 900 : Students	<table><tr><td>Adopted</td><td>Revised</td></tr><tr><td>11/11/80</td><td>7/23/84, 4/8/85, 11/27/89, 2/11/91, 5/22/00, 9/12/05, 6/24/13</td></tr><tr><td colspan="2">Reviewed</td></tr><tr><td colspan="2">10/22/01, 5/24/21</td></tr></table>	Adopted	Revised	11/11/80	7/23/84, 4/8/85, 11/27/89, 2/11/91, 5/22/00, 9/12/05, 6/24/13	Reviewed		10/22/01, 5/24/21	
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## Curriculum Review and Selection of Instructional Materials

**MSD 972**

The district supports the concept that systematic planning is necessary to maintain a high quality curriculum which is responsive to the needs of students. In order for this to occur, several important elements must be developed. The steps below are essential to making this process successful.

I. Sequence for the Review, Adoption, Implementation, and Evaluation of Instructional Materials.

Step 1. Committee reviews student achievement results including ACT, all relevant state assessment data, and all relevant local assessment data.

Step 2. Committee reviews Current Trends and Reforms in the Curricular Area

- A. Relevant Sections of ASCD Curriculum Handbook at a Minimum
- B. All other Sources the Committee Wishes to Research
- C. When Approved, Selected Committee Members will Attend Relevant Conferences and Conventions.

Step 3. Committee Reviews Common Core State Standards for their Department

Step 4. Committee discusses Philosophy and Methodology of the Position Paper from previous curriculum review.

Step 5. Based on the review of current reforms/Issues, student achievement data, and discussions from step 3 above, committee drafts the department's NEW Position Paper including their updated Philosophy / Methodology.

Step 6. Based on the department position paper and updated State Standards, Committee Reviews Textbook, Materials and Technology Needs.

Step 7. Committee chooses and Orders Materials.

Step 8. Committee, Subcommittees, or Individual Committee Members Rewrite the Department K-12 Curriculum Framework

- A. Including Relevant Rewrites of Benchmarks, Objectives and Assessments
- B. Major Concepts
- C. Timeline
- D. Labs/Activities/Assessment/Methods/Tools
- E. Instructional Methods
- F. State Standards
- G. Methods of Integrating writing with the Curriculum Areas
- H. Additionally, each course will have 2-3 pages of course offerings

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## Step 9. Individual Instructors Implement New Curriculum

Step 10. Evaluation—The effectiveness of the materials will be evaluated by a committee during the year following implementation. The evaluation may be used as a part of the next review.

## Step 11. Curriculum Review is Complete.

- A. The Superintendent, or designee, will prepare a long-range planning calendar for the review, adoption, implementation, and evaluation of instructional materials and programs. The calendar for reviewing the curriculum of each subject area will not exceed a seven-year cycle.

The current curriculum-planning calendar is reflected in Policy 971.

- B. Modification of the curriculum review calendar may be necessary if the following conditions exist:

1. Materials currently being used become out-dated with respect to content prior to the time new materials are scheduled to be selected.
2. Materials currently being used have deteriorated in physical condition to the point where they are no longer usable.
3. Evaluation indicated the materials should be replaced.

- C. Instructional materials may be used as long as conditions warrant.

## II. Curriculum Review Committee

- A. The Superintendent, or designee, will appoint a committee of volunteers to study the area(s) selected.

1. The committee(s) will be composed of teachers, administrators, and other professional staff as needed. Board members, parents, interested community members, and students may serve on the committee(s) if it is deemed appropriate.
  - a. The professional staff representation on the study committee will vary, depending on the curriculum area under consideration, but at a minimum each school affected by the study will be represented on the study committee(s). Other schools may be represented when appropriate.
  - b. Membership should normally consist, at a minimum, of three teachers each from primary (K-2), intermediate (3-5), middle school (6-8), and senior high (9-12) levels for any K-12 curriculum area.
2. The Superintendent, or designee, will provide the committee(s) with the following information:
  - a. Purpose of the committee.
  - b. Tentative timeline for accomplishing assignments.
  - c. District philosophy and objectives with regard to the subject area, unless they are to be developed by the committee(s).
  - d. Any other available information which is relevant to the work of the committee(s).

- B. The Superintendent, or designee, will inform publishers of the study to be done and will request sample materials for use by the committee(s).
- C. The committee may select or develop evaluation instruments to be used in evaluating the materials or the program being studied.
  - 1. Basic materials will be chosen to meet the following goals:
    - a. Be compatible with the district's philosophy and mission.
    - b. Advance the educational objectives of the district and particular objectives of the course or program.
    - c. Contribute toward continuity, integration, and articulation of the curriculum.
    - d. Establish a general framework for the particular course or program.
    - e. Address and incorporate Common Core South Dakota State Standards.
  - 2. Although many points may be examined, the Board directs the staff to be particularly concerned about the following:
    - a. The needs of all learners must be considered.
    - b. Multiethnic materials which depict a pluralistic society should be selected, insofar as possible.
    - c. Attention should be given to gender roles depicted in the materials.
    - d. If the instructional materials deal with current problems and issues, they should present and encourage examination of all responsible points-of-view.

### III. Selection of Instructional Materials

- A. After consideration of all relevant elements, the committee will submit its recommendation in writing to the Superintendent with rationale for the recommendation.
- B. The Superintendent will submit his/her recommendation to the School Board.
- C. The School Board has the ultimate responsibility for approving the adoption of curriculum materials.
- D. The State Board of Education has the power to review any books or other instructional materials selected for use in district schools (13-34-11).
- E. The Superintendent, or designee, will arrange for appropriate staff development relative to the new materials.

### IV. Evaluation of Instructional Materials

- A. Instructional materials should be evaluated continuously but a formal evaluation will occur the second semester of the second year of implementation.
- B. Challenges to the selection of instructional materials shall be handled under Policy 973.

The committee that was formed for the curriculum review and selection of instructional materials according to Policy 972, Section II. A. will serve as the evaluation committee. The evaluation will occur during the second semester of the second year of implementation.

The evaluation may consist of:

- survey of teachers—at least one teacher at each grade level in each building,
- analysis of survey and recommendations by committee,
- contact with publishers for updates,
- teacher or student samples of curriculum materials demonstrating use of new curriculum.

The committee will review and compile information/data and make recommendations, if necessary, with regard to:

- staff development,
- peer assistance,
- equipment/materials, and
- teaching strategies.

The committee will provide information to the staff and the School Board.

## SURVEY

Level: \_\_\_\_\_ K-5  
 \_\_\_\_\_ 6-8  
 \_\_\_\_\_ 9-12

1. Describe the positive impact you have seen with the implementation of the new curriculum. Specifically, describe how it has been an improvement over the previous curriculum.
2. Discuss problems you have had with the implementation of the new curriculum. Be specific.
3. What recommendation do you have for changes or additions to the new curriculum?

Code Reference: SDCL 13-13-11

Policy Reference: 972.1; 972.2

Adopted: 11/11/80

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Reviewed: 10/22/01

\*9/12/05 revision added items to step 6 on page 1 of policy.

6/24/13 revision added reviews to Item 1, Step 3. Inserted 'common core' in Item 1, Step 5 and Item ii, C, 1, e