

DAVISON COMMUNITY SCHOOLS

ADVISORY CURRICULUM COUNCIL

GUIDELINES

Revised 9/26/16

**DAVISON CURRICULUM DEVELOPMENT
ORGANIZATIONAL CHART**

Board of Education
Final Approval of Instructional Matters

Board Curriculum Committee

Advisory Curriculum Council
Representatives of Teachers & Administrators
Coordinate the District's Curriculum Development Effort
Advise the Board of Education on Curriculum Matters, Textbooks and Teaching Equipment

Professional Development Office
Assess Inservice Needs and Plan Inservice for District

Curriculum Study Committees
Teachers and Administrators
Plans Curriculum Development In Specific Disciplines

Building Instructional Staff
Teachers and Building Administrators
Aid in Needs Assessment, Planning In-Service, Implementing and Monitoring Programs
Obtain Building Support for Board of Education Curriculum Goals and Service on District Committees

I. *What is the Advisory Curriculum Council?*

It is a council composed of at least one teacher from each school building, who will be selected by the teaching and administrative staffs of those buildings; four building administrators, appointed by the Assistant Superintendent; district-level coordinators; CTE Coordinator; at least one special education teacher, appointed by the Executive Director of Student Services; the Executive Director of Student Services or his/her designee; the Assistant Superintendent; and a Board of Education member, appointed by the Board President. Two members of the committee will be elected as co-chairpersons. One co-chairperson should be from the elementary level and one co-chairperson should be from the secondary level, whenever possible. Recommendations for the co-chairpersons' positions (staggered 3 year terms, if possible) will be submitted to the Assistant Superintendent prior to the May ACC meeting, at which time the Assistant Superintendent will hold the election. The Assistant Superintendent will serve as vice-chairperson of the council. Council members will serve a three-year term. Council members and co-chairpersons will be elected or appointed in May for the next year(s).

II. *What is the Philosophy of the ACC?*

Since the success of any school system depends upon the continuity of the educational processes, the Advisory Curriculum Council has been formed to ensure this continuity.

The philosophy of the Council is that change, anticipated or real, comes about through cooperative efforts from well informed personnel. The major responsibility for educational change should be a joint effort between teachers and administrators, through their influence and involvement. The members of this council believe we have a joint responsibility to stimulate significant improvement in the quality of the instructional program. Through the Curriculum Council, teachers and administrators working together can achieve this.

III. *What are the Primary Functions of the ACC?*

The primary functions of the ACC are:

- A. Evaluate curriculum proposals which may arise from teachers, administrators, Board Members, and/or parents.
- B. Authorize curriculum studies and approve finished products for consideration by Board Curriculum Committee.
- C. Authorize textbook studies and approve finished products for consideration by Board Curriculum Committee.
- D. Communicate with Curriculum Office regarding PD as needed.
- E. Ensure K-12 curriculum coordination.

IV. What are the Member Responsibilities of the ACC?

- Fulfill 3 year commitment
- Attend all ACC meetings, arrive on time, and stay for the entire meeting
- Inform either co-chair if unable to attend, need to arrive late, or need to leave early
- Read ACC packets prior to meeting
- Participate in meeting discussions
- Be an advocate for the group you represent
- Disseminate ACC information
 - Be a key contact within your building
 - Present a summary report in a staff meeting following each ACC meeting
 - Direct colleagues to the District website to view templates and abbreviated minutes

V. What are the operating procedures of the ACC?

The ACC uses an eight-year curriculum review cycle. Every curriculum and course of study provided by the district is scheduled somewhere on this cycle; in addition, services provided by the district (eg. guidance) are also scheduled for review. The result is that every element within the district's instructional program and the accompanying materials are systematically reviewed once every eight years.

The six steps, or phases, of the district's curriculum review cycle are as follows:

- Phase I/II:Curriculum Development (2 years)
- Phase III:Materials Selection (1 year)
- Phase IV:Progress Update (2 years)
- Phase V:Lesson Map (2 years)
- Phase VI:Course Audit (1year)

A Phase 0 report is also available as a means to communicate to ACC and the Board when a course is being added or deleted. A Phase 0 can be submitted at any time although generally submitted in the fall.

Study committees will devote one to two years to each phase. In that way, it will be possible for district staff to predict when curriculum and instructional materials changes will likely be made, so that funding, staff development, and other needs can be planned. In certain cases, a study committee may progress more rapidly than normal; in no case, however, will a study committee present results of two phases at the same ACC meeting.

The ACC has created specific lists of responsibilities for each of the six phases in the eight-year cycle in order to assist study committees in their work, and these are available on-line at www.davisonschools.org. The timelines established by ACC are indicated on each phase sheet.

General Guidelines for Conducting a Study

The following are general guidelines which study committees may find helpful in organizing their efforts efficiently and effectively:

- A. Make sure the committee includes representatives from the level above and/or below. Be sure there is sufficient representation so that communication and articulation between levels is assured.
- B. Determine who will chair the committee, how minutes will be kept, and how communication with staff will be maintained.
- C. Set meetings, in advance, for the entire year.
- D. Establish deadline targets for the tasks to be completed.
- E. Thoroughly utilize resources available in evaluating needs and options.
- F. Communicate frequently with staff members.
- G. Be careful to follow established ACC time-lines.

Initiating a Study

The ACC's eight-year cycle is geared to cover all existing curriculum areas and to enable the district's instructional staff to constantly update their curriculum and materials.

However, if the need arises, studies involving possible curriculum or textbook changes, and such studies may be proposed by:

- A. a teacher or group of teachers;
- B. members of the school administration;
- C. the Board of Education; or
- D. the ACC.

Approval of Recommendations

Study committees will submit their written recommendations to the ACC in accordance with established timelines.

These recommendations will be reviewed by ACC and either approved or returned for further work or clarification. If questions arise regarding the recommendation, then committee representatives may be invited to a subsequent ACC meeting in order to provide more information.

All curriculum and instructional materials recommendations approved by the ACC are submitted to the Board of Education's Curriculum Committee, which will review the recommendation and determine whether to submit for approval by the full Board. All curriculum adjustments and basic instructional materials must be approved by the Board of Education.