



# *Curriculum Structure*

**Detroit Lakes Public Schools**

**2013-2014**

## **Curriculum Structure**

An effective educational program is contingent upon continuity and coordination of instruction and curriculum. Curriculum development and improvement are based on several factors: the philosophy of education and goals established by the Board of Education, the needs and interests of children, the needs of the community and of society, current research concerning human development and the ways individuals learn.

### **District Curriculum Committee**

The District Curriculum Committee is organized to achieve the vision of Detroit Lakes Public Schools. The Committee shall review, advise and make recommendations to the School Board regarding the District's curriculum. The Committee, comprised of administrative staff and teaching staff shall meet periodically throughout the school year to review curriculum developed through the curriculum review process, make recommendations to the School Board related to curriculum, review curriculum material proposals, and address other curriculum issues.

The responsibilities of the District Curriculum Committee are:

1. to review and approve curriculum maps in all subjects and grade levels.
2. to review and approve steering committee budget and activity proposals.
3. to address district curriculum issues and concerns.
4. to review all curriculum proposals for curricular changes such as course additions or deletions and make recommendations to the Superintendent.

The Committee shall be comprised of:

1. Superintendent of Schools
2. One School Board member appointed by the Board Chair
3. Education Director
4. Special Education Director
5. Building principals representing elementary, middle school, high school and ALC.
6. Instructional coaches
7. Teacher from each school

The Committee shall meet periodically throughout the school year. Meetings shall be called by the Education Director or the Superintendent of Schools. The Education Director shall chair the meetings and be responsible for setting agendas, distributing minutes and make other meeting arrangements.

Minutes of all meetings shall be kept. Minutes will be posted on district web site.

### **Curriculum Steering Committees**

Curriculum steering committees will be created for each subject area. Building principals selected by the superintendent shall coordinate steering committee activities. Steering

committees shall be made up of regular classroom teachers and, when appropriate, shall have at least one special education teacher.

Meetings and activities of the steering committees will vary from year to year, depending on which phase of the curriculum cycle the subject is in. The steering committee is responsible for carrying out the activities as prescribed in the curriculum review cycle. Duties of the steering committee are:

1. to review and evaluate the existing curriculum maps (scope & sequence and ELOs) as specified in curriculum review cycle.
2. to recommend the adoption of instructional materials to District Curriculum Committee.
3. maintain minutes of all meetings.
4. by April 1 of each school year, steering committees shall submit to the District Curriculum Committee a “Curriculum Steering Committee Activities and Budget Proposal” for the next school year. (Appendix A). The District Curriculum Committee shall take action on the proposal by May 1.

Curriculum steering committees, with support of building principal, may make recommendation of major changes (i.e. course additions or deletions) to be implemented during the ensuing school year to the District Curriculum Committee. Recommendations must be made within such a timeframe that all preparations for the revision can be completed prior to the beginning of the school year. When necessary and/or appropriate, curriculum proposals approved by the District Curriculum Committee shall be submitted to the School Board for approval. No major curriculum changes shall be made without the approval of the District Curriculum Committee and, when appropriate, the Board of Education.

**APPENDIX A**

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**Curriculum Steering Committee  
Activity and Budget Proposal for  
\_\_\_\_\_ School Year**

By April 1 of each year each Curriculum Steering Committee shall submit to the District Curriculum Committee a budget proposal and schedule of planned activities for the next school year. The proposal shall specify planned expenses of the committee related to the particular phase of the curriculum cycle that the subject area is in. A schedule of proposed activities with dates shall be included that will be necessary to complete all required tasks of the study committee during the phase of the curriculum cycle it is in.

All budgets and activity proposals must be approved by the District Curriculum Committee prior to the start of activities or expenditure of funds.

**Subject:**

**Date Submitted:**

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1. Specify or attach a schedule of activities for the study committee that include a description of the activity, who will complete the activity, when the activity will be conducted, when the activity will be completed, and expenses that will be incurred for the activity.
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2. Attach a budget summary for the study committee for the school year that summarizes all proposed expenditures for the coming school year by type, i.e. substitute costs, hourly pay, travel, professional development costs, etc.
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