

**CHAPTER 4.00 - CURRICULUM AND INSTRUCTION
SCHOOL BOARD PROCEDURES MANUAL**

**FOR SCHOOL DISTRICT OF
WASHINGTON COUNTY**

CHAPTER 4.00: CURRICULUM AND INSTRUCTION

The Curriculum.....	4.10+
Student Progression Plan.....	4.11+
Exceptional Student Education	4.12+
Dropout Prevention Program.....	4.13+
Adult Education	4.14+
Selection and Management of Instructional Materials	4.21+
District and State-Wide Assessment Program	4.60+

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10+

In assuring that all aspects of curriculum development and implementation are carried out, the Superintendent will:

- (1) Designate appropriate staff members who will be responsible for the development and implementation of the various aspects of the curriculum such as elementary, middle and high school, exceptional, vocational technical etc.
- (2) Designate a staff member to coordinate the overall curriculum of the district.
- (3) Provide adequate time and resources for the staff member(s) to coordinate and facilitate the development and implementation of the curriculum for all programs and services at all levels.
- (4) Annually review the status of curriculum development, implementation and coordination within the district.

REVISION DATE: 02/14/05

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT PROGRESSION PLAN

4.11+

Procedures to implement student progression are contained within the student progression plan and are available upon request at the Superintendent's office.

REVISION DATE: 02/14/05

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

EXCEPTIONAL STUDENT EDUCATION

4.12+

The Special Programs and Procedures Manual is on file in the Superintendent's office and at each school. It contains the policies and procedures for all exceptional student education programs.

REVISION DATE: 02/14/05

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DROPOUT PREVENTION PROGRAM

4.13+

The Dropout Prevention Program is incorporated in the Student Progression Plan and approved by the Board.

REVISION DATE: 02/14/05

- (1) A student enrolled in the regular school programs may not enroll in the adult education program for a course or courses without a written application submitted to and approved by the principal. No such application shall be approved unless one or more of the following conditions exist.
 - (a) An extenuating condition exists which cannot readily be overcome otherwise.
 - (b) The course needed is not offered in the regular school program.
 - (c) The course requested shall not result in the student having an excessive academic load.
 - (d) Approval would be in the best interests of the student and the school system.
- (2) Any approval shall clearly state whether or not the credit earned may or may not be used to meet graduation requirements.
- (3) Any student who leaves the regular high school program and subsequently enrolls in the adult education program may, with approval of the principal, be permitted to return to the regular school program. A transcript of the credits earned or the work completed shall be required and shall be mailed directly to the school.

REVISION DATE: 02/14/05

SELECTION AND MANAGEMENT OF INSTRUCTIONAL MATERIALS

4.21+

All classroom materials being used as primary textbooks in the Washington County School System for the first time shall be evaluated by a district committee in order to determine the suitability of the materials to the curriculum and to the needs of the students. The following procedures shall be observed in conducting such evaluations:

(1) Appointment of the Evaluation/Selection Committee

The school principal shall appoint the committee. Elementary Committees shall include at least one (1) person from each of the grade levels at which the proposed book, series, etc., will be used, and any other person who has responsibility for curriculum at the school level. Secondary committees shall consist of the subject department chairman and all teachers who teach the courses and any other person who has responsibility for curriculum at the school level. School principals or school curriculum coordinators shall serve on these committees and district personnel shall be ex-officio members. The suggested composition of the committees is minimal: additional members, including lay persons, may be appointed to supplement the basic membership.

(2) Examination of All State-Adopted Instructional Materials

All state-adopted instructional materials for a particular course or subject shall be examined carefully to determine the one(s) most appropriate for the course. Samples of state-adopted materials are requested from the publisher(s).

REVISION DATE: 02/14/05

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM 4.60+

The district has a Student Services Plan which includes the provision of the district and state-wide testing program for students. The manual is approved by the School Board and incorporated by reference into the policy and serves as the procedures by which the policy is to be implemented.

REVISION DATE: 02/14/05