Regulation 6141: Curriculum Development And Evaluation

Status: ADOPTED

Original Adopted Date: 09/30/2025 **| Last Reviewed Date:** 09/30/2025

Role

The role of Curriculum Council is to act as an advisory group on curriculum matters for the school Board of Education ("Board") and Administration of the Las Virgenes Unified School District ("district").

The Curriculum Council offers a unique opportunity to improve the understanding and cooperation of all interest groups within the Las Virgenes Unified School District, which share the single most important objective, achieving the highest possible level of quality education for the students.

Mission

1. Provide a forum within the district to study, analyze, discuss, and to ultimately recommend to the Board and the administration the possibilities and/or alternatives for curriculum matters in the district.

2. Serve the district as the principal vehicle to review and consider additions, deletions, and changes to the district's curricula.

3. Provide representation of the viewpoints of all stakeholders within the district.

Value

To The Board

1. The Curriculum Council offers the certainty that recommendations for curricular change have been reviewed and discussed in depth by representative members of the district's primary interest groups.

2. The Curriculum Council is a standing body with published procedures, which refers curriculum matters after investigation, and discussion to the Board before it makes policy decisions.

3. Curriculum Council is available as a public body to which the Board may refer curriculum related topics for review, recommendation, and/or development before the Board makes policy decisions.

To the Administration and Teachers

The Curriculum Council provides a process by which curriculum may be modified.

The Curriculum Council provides a forum whereby the thoughts and opinions of others who will be affected by proposed changes may be heard.

The Curriculum Council provides opportunities for collaboration among grade levels and school sites.

The Curriculum Council provides a process to assess how changes in one department, grade level, or school may affect others.

The Curriculum Council provides an opportunity for understanding and support from those beyond the ranks of the educational professionals.

To Parents and Students

The Curriculum Council provides an opportunity to participate directly with educational professionals in discussions, which affect the content and direction of the district's curricula.

Curriculum Development

A major factor in the quality of education is the quality of the curriculum. As such, its development, revision, methods of implementation, monitoring, and evaluation are of critical importance.
Curriculum must be in compliance with the Education Code, State Standards, Curriculum Frameworks, District Dynamics and focus areas, and site based goals.

Curriculum Council Membership

Curriculum Council shall include

*The Assistant Superintendent of Education (nonvoting)
*The Director of Elementary Education (nonvoting)
*The Director of Secondary Education (nonvoting)
*Coordinator of Curriculum and Instruction (nonvoting)
*Two school Board members (nonvoting)
*Assistant high school principals for Curriculum and Instruction
*Representative from Adoption Committee (during years with textbook adoption cycle)
*One representative from each Subject Area (Secondary)
*One representative from each Grade Level (Elementary)
*Library Media Specialist (nonvoting)
*One representative from Special Education (Certificated)
*One representative from each Counseling and Guidance (Middle and High School)
*One LVEA representative
*One student representative from each of the high schools
*Six residents of the community; community members must reside within LVUSD boundaries

Membership

The six community members shall be appointed by the Board. The community members will serve two-year terms, which are staggered with three positions available for appointment each year. By April 1, the Assistant Superintendent of Education shall notify the principals at each school site that applications for the community representatives will be accepted until May 1. The principals shall notify their School Site Council, Parent Faculty Association, and the parent population in general that the applications are available. In addition, the district shall also solicit applications from the community. Current LVUSD employees may not apply for community member positions. The Board shall select council members from the applicants prior to the first day of school. If a selected community member is unable to complete their term or fulfill their responsibilities, a replacement may be appointed at the Board's discretion, either from the most recent pool of applicants or through a new application process.

Chair Persons

- The Assistant Superintendent of Education shall:
- Serve as Chairperson as an exofficio nonvoting member
- Obtain input from the board to establish areas of focus
- Develop the agenda, and publish the agenda in accordance with the Brown Act

- Notify members of upcoming meetings
- Arrange for minutes to be taken at each meeting
- Establish subcommittees as necessary in order to effectively carry out the mission of the Curriculum Council
- Subcommittees will meet outside the regularly scheduled Curriculum Council meetings
- Subcommittees will report to the Curriculum Council and when appropriate, present their findings/recommendations to the Board
- Maintain inventory of ongoing proposals
- Provide information as requested regarding a proposal currently under consideration by the Curriculum Council
- Arrange for information to be included and updated on website
- Follow the timeline and procedures set forth regarding proposals
- Notify the principals at each school site to submit the names of community members, parents and/or teachers to be considered for membership on the Curriculum Council

The Curriculum Council shall meet at least four times a year with one additional organizational meeting in the fall to:

*Study, revise, and discuss curriculum matters

*Make recommendations to the Board regarding the revision of existing curriculum and/or proposed curriculum

*Recommend pilot programs to the Board

*Evaluate and make recommendations to the Board for permanent status of pilot programs

*Solicit, formulate, study, and discuss global issues

Curriculum Proposal Procedures

1. Each completed proposal shall be submitted to the Assistant Superintendent of Education on the designated Course Approval Form. Prior to submission, the proposal requires signatures from site department chairs and administration. If the proposal is for a middle school course, the form requires six signatures: three respective department chairs and three middle school principals. If the proposal is for a high school course, the form requires four signatures: both respective high school department chairs and both high school principals.

2. All course proposals must be received two weeks prior to the Curriculum Council meeting in which the course will be proposed.

3. All Agenda items, complete with course documents, are sent to the Curriculum Council the Friday prior to each meeting.

4. Course Approval Forms in Exhibit A or Curriculum Approval Forms in Exhibit B must be used for all submissions.

5. The Assistant Superintendent of Education will present the proposal to the Cabinet at its next scheduled meeting for input regarding concerns.

6. All new courses must be approved by the January Curriculum Council meeting in order to be placed in the course catalog by the upcoming spring semester.

7. The Assistant Superintendent of Education will provide copies of the proposal to the appropriate administrators, department chairs, cadre chairs, subject area chairs, grade level leads, and special interest chairs for consideration. Input to the Council may be provided in writing and/or by an oral presentation to the Council. The date for the presentation of the proposal to the Council will be provided so that interested parties may attend the meeting to clarify understanding and/or provide input regarding the proposal.

8. After the Assistant Superintendent of Education has informed the Cabinet of the proposal and it has been distributed to the appropriate parties, the proposal will be heard by the Curriculum Council at its next scheduled meeting.

9. The initiator of the proposal will present the information regarding the proposal to the Curriculum Council. If after the presentation there are questions and/or concerns requiring more information, the proposal will be recommended for a second reading at the next scheduled meeting of the Council. The questions and/or concerns will be written and given to the Assistant Superintendent of Education who will seek responses from the appropriate parties. If there are no questions or concerns, the Council may make a recommendation at that time.

10. Recommendations made by the Curriculum Council regarding the proposal shall be presented to the Cabinet by the Assistant Superintendent of Education.

11. Final recommendation(s) will be presented by the Assistant Superintendent of Education to the Board. Representatives of the Curriculum Council may be present to assist with the presentation.

12. If a pilot proposal is made by a principal between the last meeting date of the Curriculum Council and the first meeting of the next school year, the Superintendent may approve the pilot with notification to the Curriculum Council.

13. If the proposal presented only involves a title change, the Curriculum Council, upon examination, can recommend an immediate approval to the board of education.

14. Any time a recommendation is to be voted upon, a quorum must be present. A quorum is defined as a majority of current voting members of Curriculum Council.

15. A person not on the Curriculum Council wishing to be heard by the Council shall first be recognized by the Assistant Superintendent of Education and shall then proceed to provide comment in accordance with the Brown Act.

16. Individual speakers shall be allowed three minutes to address the Council on each agenda or non agenda item. The Assistant Superintendent of Education shall limit the total time for public input on each item to 30 minutes.

17. The Assistant Superintendent of Education may determine whether or not the discussion item is relevant to the agenda and the purpose of Curriculum Council. If the topic would be more suitably addressed at a later time, the Assistant Superintendent of Education may indicate the time and place when it should be presented.

18. The Assistant Superintendent of Education shall not permit any disturbance or willful interruption of Curriculum Council meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Council.

19. The chair may remove disruptive individuals and order the room cleared if necessary.

Process for a Pilot Project

A pilot project is an opportunity to experiment with new techniques and/or materials or a new course to determine if

it is a viable property for the students of the district.

1. A pilot project may be initiated with the approval of the site principal and the Superintendent.

2. A pilot project must have a specified beginning and ending date. Pilot projects may not extend beyond one year in length without specific approval by Curriculum Council.

3. Information regarding the pilot project will be presented to the Curriculum Council prior to the implementation of the project or through communication to all members if the project is initiated at a time that Curriculum Council does not meet.

4. An evaluation of the pilot project will be presented to the Curriculum Council by the person who initiated the pilot no later than the last scheduled meeting of the Curriculum Council during the school year in which the pilot project is completed.

5. If a consensus of the Curriculum Council favors the pilot project becoming a permanent part of the Las Virgenes Unified School District's curriculum, such recommendation will be presented to the Board by the Assistant Superintendent of Education. Permanent implementation of the program is dependent upon the entire curriculum proposal being followed and the program being approved.

Website

A Curriculum Council website shall be established and maintained by the Curriculum Council Chair, which may include the following information:

1. Agenda for upcoming meeting
2. Minutes of most recent meeting
3. Copy of proposals currently under consideration by the Council
4. Copy of Curriculum Council Administrative Regulation

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 4000-4091	School improvement programs
5 CCR 4400-4426	Improvement of elementary and secondary education
Ed. Code 221.5	Equal opportunity
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Ed. Code 51050-51057	Enforcement of courses of study
Ed. Code 51200-51263	Required courses of study

State	Description
Ed. Code 51500-51540	Prohibited instruction
Ed. Code 51705-51879.9	Authorized classes and courses of instruction
Ed. Code 60000-60424	Instructional materials
Gov. Code 3543.2	Scope of representation
Pen. Code 11166.5	Employment; statement of knowledge of duty to report child abuse or neglect

Management Resources	Description
California Department of Education Publication	Content Standards for California Public Schools: Kindergarten Through Grade 12
California Department of Education Publication	Curriculum Frameworks for California Public Schools: Kindergarten Through Grade 12
Website	CSBA District and County Office of Education Legal Services
Website	Association for Supervision and Curriculum Development
Website	Association of California School Administrators
Website	California Association for Supervision and Curriculum Development
Website	California Department of Education, Curriculum and Instruction Resources
Website	CSBA

Cross References	Description
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0420	School Plans/Site Councils
0420	School Plans/Site Councils
0440	District Technology Plan
0440	District Technology Plan
0500	Accountability
1000	Concepts And Roles
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E PDF(1)	Complaints Concerning Instructional Materials - Request For Reconsideration Of Instructional Material(S) And Library Materials
1700	Relations Between Private Industry And The Schools
3100	Budget
3100	Budget
4131	Staff Development
4131	Staff Development
4143	Negotiations/Consultation

Cross References	Description
4243	Negotiations/Consultation
4331	Staff Development
5131.9	Academic Honesty
5131.9	Academic Honesty
6000	Concepts And Roles
6011	Academic Standards
6141.5	Advanced Placement
6142.1-E PDF(1)	Sexual Health And HIV/AIDS Prevention Instruction - Family Life/Sex Education Instruction
6142.5	Environmental Education
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.91	Reading/Language Arts Instruction
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6143	Courses Of Study
6143	Courses Of Study
6144	Controversial Issues
6144	Controversial Issues
6146.1	High School Graduation Requirements
6159	Individualized Education Program
6159	Individualized Education Program
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials
6161.11	Supplementary Instructional Materials
6162.5	Student Assessment
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.51-E PDF(1)	State Academic Achievement Tests - High School Exit Examination
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6163.1	Library Media Centers
6164.6	Identification And Education Under Section 504

Cross References	Description
6164.6	Identification And Education Under Section 504
6164.6-E PDF(1)	Identification And Education Under Section 504
6170.1	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6174	Education For English Learners
6174	Education For English Learners
6190	Evaluation Of The Instructional Program
6190	Evaluation Of The Instructional Program
7110	Facilities Master Plan
7110	Facilities Master Plan
9000	Role Of The Board
9000-E PDF(1)	Role Of The Board - Las Virgenes Unified School District
9310	Board Policies
9310	Board Policies