

CURRICULUM

Curriculum and Instruction Advisory Council

A. PURPOSE OF THE COUNCIL

1. The governing Board accepts the responsibility for establishing what students should learn. Insofar as possible, this curriculum shall also reflect the desires of the community and the needs of society as a whole.
2. Since the Board considers curriculum improvement to be a top priority, the Superintendent shall assure that curriculum development and evaluation will be an on-going process routinely supported by allocations of resources and staff time.
3. Thus, a Curriculum and Instruction Advisory Council (CIAC) shall be established as an on-going council. Its primary purpose shall be to advise the Superintendent and governing Board of findings and recommendations resulting from studies, research, and pilot programs throughout the year, particularly as they relate to elementary and secondary curricula, programs of instruction, required courses of study, graduation requirements, and proficiency standards.
4. The CIAC will function in the following manner:
 - a. The council shall annually consider one or more areas of the District instructional program, policies, and procedures for review and study.
 - b. The District Superintendent will chair the CIAC.
 - c. The assistant superintendent, human services will coordinate communication and activities between the CIAC and established District curriculum committees.
 - d. All District curriculum committees' studies and recommendations will be presented to the CIAC for review.
 - e. The CIAC will prepare reports to the governing Board.

B. MEMBERSHIP ON THE COUNCIL

1. The Curriculum and Instruction Advisory Council shall consist of:
 - a. One parent from each school in the District.

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- 1) The parent representatives from each school will be elected by ballot.
 - 2) At Back-to-School Nights parents will be informed of the position and will be given a verbal invitation to have their name placed on the ballot.
 - 3) PTA newsletters will be used as a communication tool to recruit interested parents.
 - 4) Parent communication will include a description of the parents' role in CIAC, expectations of the position, and the time commitment.
- b. Two parents selected at-large.
- 1) Volunteers will be solicited for these positions
 - 2) The Superintendent will select the at-large representatives
- c. Chairpersons of District curriculum committees.
- d. A teacher from each school not represented by a chairperson from a curriculum committee.
- e. Three students.
- 1) Two students selected from Brea Olinda High School (An alternate should also be selected.)
 - 2) One student selected from Brea Canyon High School.
- f. Site level administrators.
- 1) Elementary representative
 - 2) Junior high representative
 - 3) Senior high representative
- g. District office administrators
- 1) Assistant Superintendent, Human Services
 - 2) Curriculum coordinator
 - 3) Special Education Coordinator

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2. Community members, students, selected teachers, and site administrators shall not serve more than two consecutive two-year terms.
 - a. Two year terms will be staggered to keep continuity on the committee.

C. COMMITTEE RESOURCES

1. Nothing in this regulation shall be interpreted as preventing the committee from consulting with additional teacher, administrators, professional advisors, students, parents, or any other persons.
2. If the committee foresees a need for funds, a budget shall be submitted to the Superintendent.

D. MEETINGS

1. The CIAC shall meet no fewer than three times per year.
2. Special meetings may be called by the chair, if necessary, to accomplish tasks referred to the council or to meet fixed time requirements.

E. AGENDAS

1. The chairperson shall prepare agendas at least two weeks before scheduled meetings.
2. Agendas and appropriate documents should be distributed to members prior to the meetings.