

# APPENDIX

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CLAY COMMUNITY SCHOOLS  
CENTRAL CURRICULUM  
COMMITTEE

## Central Curriculum Committee

### I. PURPOSE

The purpose of the Central Curriculum Committee is to provide a means for staff, students, and community to have input into the curriculum development process and to facilitate the processing of their curriculum proposals.

### II. DUTIES

The Central Curriculum Committee will consider proposals presented to it for the improvement of curriculum in the corporation and make recommendations concerning any proposed curricular action.

### III. COMPOSITION

The Central Curriculum Committee shall be composed of from one to three faculty representatives from each school and the special education program, one to two community representatives from each school, and one to two students from each of the high schools. Teachers shall be selected by the Clay Community Classroom Teachers Association. Each principal will be responsible for determining the selection process for parents and students from her/his school. Members are limited to two (2) successive years of membership and must attend at least half of the meetings during any one year.

### IV. ORGANIZATION

The Central Curriculum Committee may establish its own system of governance. The Director of Curriculum, however, is the coordinator for the committee and liaison with the Superintendent.

### V. PROCEDURES

The Central Curriculum Committee may determine such procedures as will facilitate its purpose.

Proposals may be submitted for committee consideration by any of the following:

professional staff	classified employees
students	residents of Clay County
organized groups of Clay County	

All proposals shall have origin clearly identified for acknowledgment and further consideration.

### VII. ADVISORY RESPONSIBILITY

The Central Curriculum Committee is advisory to the Superintendent of Schools and shall make its recommendations to the Superintendent.

## CLAY COMMUNITY SCHOOLS CENTRAL CURRICULUM COMMITTEE

### DUTIES OF MEMBERS

1. To represent the parents, students, or professional personnel of the school or program according to classification.
2. To provide a channel for students, staff, and community to have input into the curriculum development process by receiving proposals, suggestions, concerns, needs, ideas, and other communications for consideration.
3. To attend such meetings of the Central Curriculum Committee and other activities as may be necessary to carry out its purpose.
4. To participate in the discussion and evaluation of Corporation curriculum needs and curriculum proposals.
5. To participate in the monitoring of the initiation, implementation, coordination, feedback, and evaluation of curriculum proposals and changes approved by the Clay Community Schools Board of Trustees.
6. To participate in the development of reports to the Superintendent of Schools as necessary to the accomplishment of the purposes of the Committee.
7. To participate in the governance of the Committee.

## CENTRAL CURRICULUM COMMITTEE PROCEDURE FOR SCREENING PROPOSALS

The Central Curriculum Committee will consider the various proposals, ideas, and suggestions submitted to it in terms of the answers to the following questions:

1. Does the curriculum proposal result from a state mandate?
2. Does the curriculum proposal meet one of the corporation educational goals?
3. Does the curriculum proposal have a background of research and successful application in other corporations? For example, such as curricula included in the National Diffusion Network.
4. What does the curriculum proposal require in terms of:
  - space
  - facilities
  - personnel
  - books
  - materials
  - equipment
  - school time
  - budget
5. How well does the curriculum proposal meet the concerns of relevance, feasibility, and economy?

The Central Curriculum Committee recognizes that proposals that come before it may not all have been developed to the point where they may be given adequate consideration. In that event, the CCC as a committee of the whole may refer such proposals to ad hoc sub-committees of members interested in the particular areas represented to be developed with the originators of the proposals to answer the above questions. When such referred proposals have been completed by the sub-committees involved, they may then be presented to the entire Central Curriculum Committee for consideration.