

# Policies

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## Westerly Public Schools Curriculum Management System

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The Westerly School Committee supports a curriculum management system that provides for review, development, implementation, and evaluation of K-12 instructional programs and which meets or exceeds the State content standards that have been adopted by the Board of Regents to ensure all students become life-long learners. District-wide utilization of such a system promotes the following:

- Consistency of organizational direction for instructional programming
- Efficient and responsible allocation of human and monetary resources toward specific programmatic goals
- Application of effective programming standards in the development of curriculum design and presentation

For the curriculum management system to be successful, all those responsible for curriculum review, selection, implementation, and evaluation must be represented and participate to promote a K-12 organization with the roles and responsibilities clearly identified. All available resources- fiscal, personnel, and time- must be allotted and protected to meet the precepts of the Basic Education Program (BEP) and in adherence to RIGL § 16.22.30-33 ensure the curricular system is maintained.

The Superintendent shall establish a curriculum management system for all fields of study, consisting of the following components:

### 1. Program Review

A five (5) year curriculum review cycle (see chart) addressing both vertical and horizontal articulation of the guaranteed and viable curriculum will ensure that students across the District have access to a cohesive program of study that leads to graduation proficiency across all grade levels within the District and with post-secondary education. Curriculum selection and delivery shall be consistent with state and federal guidelines and shall be reviewed as set forth in administrative procedures.

### 2. Program Selection

Curriculum shall be selected and documented to promote congruence among the written, the taught, and the tested curricula and to identify resultant gaps. Curriculum shall be based on State and National standards and provide access and opportunity for all students.

### 3. Program Implementation

Curriculum shall be implemented and monitored as set forth in the BEP chapter 13-1.2.c. and District administrative procedures.

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Program Evaluation – within the five (5) year review cycle a formative and summative method will be used to monitor the implementation of the delivered curriculum.

The Superintendent shall coordinate the curriculum management system and develop reports and presentations to the School Committee, in order to (1) demonstrate how this policy has been implemented and (2) present such recommendations as may be necessary for program modifications to enhance successful student learning.

The Superintendent shall communicate the results of the curriculum design and activities to the community.

Adopted: October 17, 1990  
Revised: November 1, 2002  
Revised: January 3, 2007  
Revised: April 12, 2011  
Revised: December 8, 2021  
Revised: August 17, 2022

### CURRICULUM REVIEW CYCLE

Curricular Content Area	Selection Process Begins	Review Process Begins	School Committee Approval & Material Adoption	Implementation
Math K-12	Fall 2019	Summer 2028	May/June 2022	Fall 2023
ELA K-12	Fall 2018	Summer 2028	May/June 2022	Fall 2023
Science K-12	Fall 2022	Summer 2030	May/June 2024	Fall 2025
Technology K-12	Fall 2023	Summer 2030	May/June 2024	Fall 2025
PE/Health K-12	Fall 2024/25	Summer 2031/32	May/June 2026/27	Fall 2027/28
Social Studies	Fall 2026	Summer 2035	May/June 2029	Fall 2030
World Language K-12	Fall 2025	Summer 2033	May/June 2027	Fall 2028
Art K-12	Fall 2026	Summer 2034	May/June 2028	Fall 2029
Music K-12	Fall 2027	Summer 2036	May/June 2030	Fall 2031
Business 9-12	Fall 2024	Summer 2032	May/June 2026	Fall 2027
Family/Consumer Science	Fall 2026	Summer 2034	May/June 2028	Fall 2029
Guidance	Fall 2027	Summer 2033	May/June 2029	Fall 2028

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**OBJECTIONS TO/REQUESTING RECONSIDERATION  
OF INSTRUCTIONAL MATERIALS (INCLUSIVE OF CLASSROOM  
LIBRARIES, TEACHER-GENERATED RESOURCES, VIDEO,  
GUEST SPEAKERS, AND OTHER SUPPLEMENTARY CONTENT)**

The parent/guardian of any student or a student over the age of eighteen enrolled in the Westerly Public Schools may address concerns with regard to materials used in the district's educational programs. Teachers will maintain a record of titles of non-curriculum books they keep in classroom libraries. A list of titles will be provided to parents and guardians at written request. Parents and guardians can request their children don't have access to any books on that list. Materials will remain in use until a final disposition as to the appropriateness and/or affordability has been made. Upon receiving a concern, the following will be done:

1. School personnel initially receiving the concern will treat that concern in a courteous manner. The concerned party will be referred to the building principal.
2. The principal will request that the concerned party file a written request and meet informally with the principal and designees. The teacher(s) using the materials will also be involved at this point. At this time, the school's selection policy should be reviewed with the complainant. If the complainant still finds the challenged material unacceptable, alternate reading materials or assignments will be provided for the student.
3. If the matter cannot be resolved informally, the concerned party should complete the *Request for Reconsideration of Instructional Materials Form*. This form should be signed and returned to the Assistant Superintendent. A copy will be forwarded to the building principal.
4. Upon receipt of the completed form, the Assistant Superintendent will call a meeting of district instructional leaders and principals within thirty (30) days to review the specific concern and material. The concerned party, the principal and designee(s) will be notified and invited to attend and present their findings at this meeting. The assembled district leaders will select a representative, who will present the recommendation of the leadership team, in writing, to the Assistant Superintendent within two weeks.
  - a. The selected representative of this instructional leadership team shall be appointed as long as there is no conflict of interest with the material under review, as credibility is of paramount importance.
  - b. The recommendation will be made based on a review of the submitted form and information presented by the concerned party and the Principal and/or designee. The recommendation will include a determination to 1) retain the curriculum material(s); 2) withdraw all or part of the curriculum material(s); or 3) limit the educational use of curriculum material(s). The recommendation will also include the reasoning behind the determination.
5. A written decision will be sent to the building principal and the concerned party of the instructional leadership team's decision within ten (10) school days.
6. The Assistant Superintendent will, at the same time, notify the Superintendent of the complaint and the attempts to resolve the problem.
7. If the concerned party is not in agreement with the committee's decision, an appeal can be made to the Superintendent and/or the Westerly School Committee.

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### OBJECTIONS TO/REQUESTING RECONSIDERATION OF INSTRUCTIONAL MATERIALS FORM

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Please check type of material:**

- |   |  |
|---|--|
| <input type="checkbox"/> book/textbook/eBooks/e-texts | <input type="checkbox"/> picture/diagram |
| <input type="checkbox"/> periodical                   | <input type="checkbox"/> audio-visual    |
| <input type="checkbox"/> newspaper                    | <input type="checkbox"/> map/chart       |
| <input type="checkbox"/> software                     | <input type="checkbox"/> podcasts        |
| <input type="checkbox"/> website                      | <input type="checkbox"/> other: _____    |

Subject/Grade/School (specify): \_\_\_\_\_

Author (if any): \_\_\_\_\_

Publisher or producer (if known): \_\_\_\_\_

1) What would you like your school to do about this material?	<input type="checkbox"/> Do not assign it to my child.	<input type="checkbox"/> Withdraw it from all students as well as my child.
2) Concern regarding this material? Please be specific; cite pages or examples.		
3) Why do you believe this material is appropriate or inappropriate for school use?		
4) What do you feel would be the result of reading, listening to, or viewing this material?		
5) For what age group would you recommend this material?		
6) How would this material be of value in the classroom?		

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7) Have you read the entire book, viewed, or listened to the entire media (in the same format it was presented in the educational setting)?	
8) How did you become aware of this material?	
9) Are you aware of the judgment of this material by educational professionals?	
10) What do you believe is the theme of this material?	
11) Is there other material of comparable educational quality you would recommend that would convey as valuable a picture and perspective of our civilization, or convey the same concepts, or provide the same instruction?	
12) Any additional thoughts or comments would be welcome.	