



Reference: Management Directive (MD) 48

Number: MD-48

Date: June 13, 2023

Page: 1 of 1

Management Directive

Subject: Windham School District Course Curriculum

Authority: Kristina J. Hartman, Superintendent

Directive: All Windham School District (Windham) educational programs and courses will have formal curriculum to ensure quality and consistent instruction and training.

- Procedures:**
1. The Division of Instruction is responsible for identifying and adopting curriculum in academic, life skills, and career and technical education (CTE) courses. Each instructional department must undergo regular review of curriculum to determine value, relevancy and effectiveness.
 2. When a large-scale text purchase is implemented, Windham will utilize a Curriculum Committee comprised of teachers and principals from across the district to review and discuss text, software, and technology resources available to use in the classroom. Meetings will be held in person or virtually with a written agenda and list of attendees. All Curriculum Committee meetings will be documented and kept on record.
 3. The Division of Instruction is the office of record for all district curriculum. Each department must keep at least one copy of each textbook or manual on file in either physical or electronic format. A list of all district curricula is located on the Share Drive in the Instruction (INS) folder.
 4. All campuses are provided with textual materials consistent with the number of teachers per campus. Textual materials will be replenished as determined by the Division of Instruction or the campus principal. Software utilized in the classroom will be updated annually.
 5. The Division of Instruction will provide campus principals with the titles of textual materials and software that have been adopted by the district. The campus principal will ensure that each academic, life skills and CTE instructor has been provided with copies of all materials that are required for instruction.

Kristina J. Hartman, Ed.S.
Superintendent