

INSTRUCTION

Curriculum

Curriculum Development Process-Responsibilities

The curriculum is the heart of the educational process. As the budget determines allocation of funds, so the curriculum establishes the learning priorities for the district. The Board of Education shall approve all curriculum guides.

The Board of Education has delegated to the professional staff, under the direction and supervision of the District Administrator and Assistant Superintendent, Curriculum, Instruction & Technology, the responsibility of proposing and developing curriculum changes, additions, and deletions.

Proposals for curriculum change may originate with:

- A. students, board or community members
- B. the professional staff or
- C. an assigned Program Evaluation Committee

Student, Board, or Community Suggestions

A suggestion for examination or change should be given to the Superintendent who will bring them to the attention of the appropriate K-12 curriculum coordinator.

Professional Staff

Changes in course content, instructional approach, or time design may be recommended according to the following procedures.

- A. Curriculum changes originating from the secondary faculty should be developed and revised within the department and forwarded to the building principal.
- B. Curriculum changes originating from the elementary faculty should be developed and revised within the unit and forwarded to the building principal.
- C. Special Education - Changes in curriculum or instructional approach unique to the special education department should be developed within the framework of the department. These changes are to be reviewed by the Assistant Superintendent, Curriculum, Instruction & Technology then forwarded to the superintendent.
- D. K-12 Evaluation Process - Curriculum changes may be recommended as the result of the Program Improvement Schedule. The curriculum prepared is reviewed by the curriculum coordinator, lead principal and the Assistant Superintendent, Curriculum, Instruction & Technology. Curriculum recommendations shall be made to the Superintendent and will be acted upon by the Board of Education.

Coordinator Involvement

Curriculum coordinators have K-12 instructional level responsibilities. Their responsibility in curriculum development includes the following:

- A. Chairperson of building departments.
- B. Chairperson of K-12 Content Area Committees.
- C. Participation as a member of the K -12 administrative group.
- D. Resource to and member of K-12 Subject Area.

Principal Involvement

- A. Proposed curriculum changes within a course or program must be submitted in writing by the coordinator or unit leaders(s) to the building principal. The principal will review the request with the K-12 instructional administrative group then:
 - 1. If the change is for the addition or deletion of a course at the secondary level, the principal will forward the recommendation to the Assistant Superintendent, Curriculum, Instruction & Technology.
 - 2. If the change does not require deleting or adding a course, the recommendation from the building principal is informational only.
- B. K-12 Program Improvement Plan - The principal is to work with the staff to implement curricular changes originating within the Improvement Plans.

Request for Curriculum Change

All requests for change are to be placed in writing.

- A. Curriculum requests shall be presented to the superintendent by November 1 of the year preceding the year in which the change is to be implemented. A copy of the request shall be sent to the Assistant Superintendent, Curriculum, Instruction & Technology.
- B. Anticipated changes or proposals shall be identified as experimental, a pilot study in one school, or a general course or program revision for systemwide implementation.
- C. The written request for change should contain the following information:
 - 1. The reason for initiating the change, including the anticipated benefits to students.
 - 2. A brief description of the proposed changes in the unit or course.
 - 3. The evaluation procedures which will be used to measure effectiveness.
 - 4. Budgetary implications of the proposed change, including staff, facilities, or materials.

K-12 Subject Area Committees

- A. These committees exist on the content area or K-12 level and are the basic unit for the development, implementation and evaluation of the curriculum in each discipline at the discretion of the Assistant Superintendent, Curriculum, Instruction & Technology and area curriculum coordinator. The committees are made up of teachers and administrators.
- B. The responsibilities of the content area or K-12 subject area committees are as follows:
 - 1. To develop the Academic Standards & Benchmarks.
 - 2. To serve as a mechanism for program review, program evaluation and textbook selection.
 - 3. To review/develop subject area curriculum guides and other essential related documents or assessments.

The Assistant Superintendent, Curriculum, Instruction & Technology shall represent the committee(s) and present to the Superintendent the rationale for the changes.