

CURRICULUM DEVELOPMENT

Curriculum is the heart of the educational enterprise. For this reason, the schools of this District wish to encourage the widest possible participation in curriculum development. The Superintendent will establish a long-range curriculum development model to reflect the planning, implementation and evaluation of all subject areas on a regular cycle.

Every member of the professional staff is encouraged to originate proposals for curriculum improvement. While many proposals will be submitted by individuals, others will originate from building, departmental, grade-level, and Instructional Council discussions.

To ensure involvement and awareness of all members of the professional staff affected by proposals, applications will be discussed with all appropriate personnel. This would include grade-level groups, departmental groups, principals, instructional supervisors, and specialists such as librarians and school psychologists. After discussions, the involved groups should indicate, in writing, their endorsement, opposition, or other reactions to proposals.

Proposals are to be submitted, in writing, to the Assistant Superintendent for Instruction who will then submit them to the Curriculum Review Board (CRB). The CRB shall seek those proposals which best implement the District's philosophy, goals, and objectives. The following questions shall be considered:

1. Does the program meet an unmet need or improve an existing program?
2. Are long-range and specific objectives clearly stated?
3. Are there adequate lines of communication for involvement of everyone who may be affected by the proposal, including subject coordinators, department chairs, instructional supervisors, principals, and those people in other buildings who might feel the effect of the proposal in the future?
4. Have needs for instructional materials, supporting services, professional and community resources, personnel with required skills and in-service education been identified?
5. What are the estimated costs for personnel, in-service education, books and materials, instructional equipment, and other needed expenditures?
6. What is the timetable and procedure for initiating and implementing the proposal?
7. Have procedures for project evaluation been identified?
8. How will this help students and how can it be documented?
9. How and when will progress and final reports be shared?

Reference: Education Law §1709(3); 1711(2); 2503; 2508(3); 2554(11); 2566(4)

Revised: February 7, 2017; August 21, 2001

Reviewed: March 30, 2009

CURRICULUM DEVELOPMENT REGULATION**Format for Proposals**

The curriculum proposal should be a concise statement which must include the information needed and in the sequence as outlined below. Proposals of more than three (3) pages and proposals which do not follow the sequence will be returned. For each proposal, there will be a hearing to provide for elaboration of details.

The following information must be included in sequence:

- Title
- Originator
- Date Submitted
- Statement of Need
- Objective(s)
- Procedures (include timetable)
- Personnel Requirement
- In-Service Needs
- Itemized Cost Estimates
- Other Needs
- Project Evaluation Procedures
- Endorsements: These may be subject coordinators, department chairs, principals, instructional supervisors, and those in other buildings who may be affected.

Curriculum Review Board

1. Responsibilities of the Curriculum Review Board (CRB)
 - a. Review areas of curriculum and establish priorities for future study, change, and implementation, including recommendations for curriculum projects.
 - b. Utilize the Curriculum Review Cycle to establish the priorities and long-range goals of the District.
 - c. Recommend in-service training and other development of human resources (staff development).
 - d. Advise the Superintendent in writing of curriculum needs.
 - e. Review the results of curriculum projects written the previous year.
 - f. Communicate all Curriculum Review Board information consistently to appropriate parties.

2. Organization

Membership on the Curriculum Review Board shall include:

- 1 Assistant Superintendent for Instruction
- 5 Grade K-4 Teachers (1 from each Elementary School)
- 4 Grade 5-8 Teachers (2 from each Middle School)
- 4 Grade 9-12 Teachers
- 2 Students (1 Junior, 1 Senior)
- 3 Building Administrators (one from each level)
- 1 Board Member
- 1 Community Member
- 2 Instructional Supervisors (one supervisor will serve as secretary)
- 1 Guidance Counselor
- 1 Library Media Specialist
- 1 Special Education Teacher

- a. Leadership of the Committee will be chosen by the Superintendent or his/her designee.
- b. SCTA Membership: one (1) of the thirteen (13) teacher members will be chosen by the SCTA President, as per the SCTA contract.
- c. The Curriculum Review Board shall call upon other members of the staff for advice, consultation, and other assistance as needed.

3. General Information:

- a. The term of membership shall be three (3) years for all members, except students whose terms shall be two (2) years. Terms shall begin in September and end in June. Appointments to the CRB will be staggered so that approximately one-half of the membership will always have had at least one (1) year of experience on the Curriculum Review Board. Members who wish to terminate their appointment may do so in writing to the Superintendent.
- b. New appointments to the Curriculum Review Board will be made by the Superintendent prior to May 15. Invitations for teachers to join the CRB will be extended at staff meetings conducted by Building Principals. Invitations to the department will be extended by the Chairperson of the Curriculum Review Board. The Superintendent, or his/her designee, will solicit volunteers from the community/school community to complete the balance of the membership.
- c. If a member changes from one area of responsibility to another within the school district, such change will not affect the term of membership. The Superintendent will appoint a new member to satisfy the membership requirements.
- d. Appointments to fill a vacancy on the Board will be for the unexpired term.

- e. The Curriculum Review Board will meet as scheduled by the Chairperson of the Curriculum Review Board.
 - f. The Curriculum Review Board shall keep regular minutes which shall be distributed to the staff.
4. Procedures
- a. Curriculum Committees (Instructional Councils) will be established by the Assistant Superintendent for Instruction for each organizational level consisting of teachers, coordinators, department chairpersons, instructional supervisors, and building administrators. All curricular areas will be reviewed utilizing the Curriculum Review Cycle.
 - b. The Assistant Superintendent for Instruction will appoint a Chairperson for each Curriculum Committee (Instructional Council).
 - c. These Curriculum Committees will generate status reports or proposals that match the developmental level stated in the Curriculum Review Cycle. These will be submitted to the Curriculum Review Board for consideration. These reports will be due on April 30 of each year.

Approved: April 3, 1969

Revised: February 7, 2017; September 28, 1995