

## CURRICULUM DEVELOPMENT AND EVALUATION GUIDELINES

The Rice Lake Area School District curriculum shall be based upon adopted program standards.

## CURRICULUM REVIEW AND DEVELOPMENT

The Director of Instruction and Learning shall conduct activities which routinely evaluate, review, revise, or develop curriculum for use in District schools. The objective of these actions is to maintain and improve an articulated 4K through Grade 12 curriculum in all curricular areas.

To accomplish this objective, the Director of Instruction and Learning shall involve teachers, administrators, and other stakeholders in activities which accomplish the following tasks:

1. The curriculum revision plan will be collaboratively developed by the Director of Instruction and Learning and the administrative team. This plan will be shared with the teachers and Board of Education Curriculum Committee and Board of Education each fall.
2. The Director of Instruction and Learning will meet with departments to plan changes, updates or additions for the following year.
3. Proposed Curriculum changes, updates or additions may be initiated by any of the following individuals:
  - a. District Administrator
  - b. Building Principal
  - c. Director of Instruction and Learning
  - d. Departments
  - e. Individual Teachers
4. If curriculum changes or additions are being proposed, the department must contact the Director of Instruction and Learning.
5. Upon completion, changes in curriculum will be presented to the Board of Education Curriculum Committee and Board of Education for review and approval.
6. All teachers and administrators affected by a proposed curriculum change will be notified of the proposed changes and will be invited to participate in the curriculum writing process.
  - a. Curriculum will be written using the plan template which will include:
    - i. Standards
    - ii. Unit Understandings
    - iii. Knowledge Targets
    - iv. Skills Targets
    - v. Assessments
    - vi. Resources
    - vii. Activities

viii. Duration of Unit

- b. Curriculum writing will occur during the summer, on school year staff development days, or if needed a sub will be hired.
  - c. As part of the curriculum process, potential new instructional materials will be reviewed for alignment to standards, readability level, effective instructional practices, technology integration, assessment quality, opportunities for varying individual student needs, and nondiscriminatory content.
7. The Director of Instruction and Learning and the department will continually monitor the curriculum. This will include:
- a. Review and revise curriculum documents
  - b. Review new course proposals
  - c. Develop formative and summative assessments aligned to the learning targets
  - d. Collect data on curriculum effectiveness
  - e. Research best practices and determine needs of students
  - f. Review curriculum to insure compliance with state and district guidelines
8. Staff development will be provided to assist teachers in facilitating the approved curriculum.

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