

DRAFT**Curriculum Development, New Course Proposals and Pilot Programs**

Wisconsin Rapids Public Schools follows a standards-based approach to curriculum and instruction. All content area curriculum is based on the Wisconsin Model Academic Standards. Curriculum development in each content area and at each grade level is a participatory process involving teachers and administrators who work together to determine local benchmarks and learning targets. These local benchmarks and learning targets define what students should learn in the District.

The curriculum development process is guided by the use of an on-line program entitled Build Your Own Curriculum (BYOC). Within BYOC, instructional units, topics and learning targets are defined at each grade level within each content and course. In addition, instructional activities to meet each learning target are defined. All curriculum written within BYOC is aligned to District benchmarks and state standards.

Each teacher is responsible for providing instruction based on the appropriate District-defined curriculum within a grade level or course. While instructional differentiation is expected to occur to address the unique needs of specific learners, the instruction should be derived from the District's common curriculum.

The Board of Education will approve all curriculum and periodically review the curriculum acquisition cycle plan, which defines the timeline and process for curriculum evaluation, adoption, resource allocations and implementation.

All subject area offerings and any additions or deletions to the curriculum shall be reviewed and adopted by the Board of Education before they are added or dropped from the existing program of instruction. Formal requests for new course proposals must be made to the Director of Instruction by the first Friday in November each year utilizing the **attached format**.

The Council for Instructional Improvement will make recommendations for all new courses at the November meeting and the Board of Education will receive proposals for approval at the December Educational Services meeting.

Requests for curriculum modification outside of the new course proposal process must be made to the Director of Instruction utilizing the **attached format**. Each proposal must include adequate planning time for the change. A timeline for communication with appropriate CII Committees and/or other stakeholders must be included on the proposal. Requests will be considered on a case-by-case basis with involvement and recommendations by appropriate CII Committees and the Council for Instructional Improvement. Updates will be provided to the Educational Services Committee as appropriate.

An evaluation plan must accompany all requests. The Director of Instruction and appropriate CII Committee will evaluate the effectiveness of the pilot one year following the implementation. Recommendations for implementation at other District schools will occur at this time and be presented to the Board of Education for approval.

PROCESS GUIDELINES FOR REQUESTING NEW COURSES

A. Cover Sheet

Identify names and positions of those requesting the new course.

B. Rationale

Provide a clear, complete, concise rationale for the new courses requested. Include such things as:

- Relationship to District goals and initiatives
- Research supporting the change, including reference to “best practice” in the particular content
- Relationships to District curriculum (Reference State Standards and WKCE-CRT Frameworks [math, reading and science])

C. Curriculum

Provide a course outline.

Include a brief implementation plan, answering these questions:

- Who will write the curriculum?
- When will the curriculum be developed?
- What schedule or staff assignments may need to be changed?
- What professional development needs may be necessary to implement the curriculum?

D. Resources

Provide a description and estimated dollar amount of the following:

- Curriculum Development Time
- Staff Development Time
- Instructional Materials
- Staffing
- Space, equipment, furniture

E. Statement of Impact

- ◆ Provide a statement of who and what will be impacted by the proposed change.
- ◆ Consider the new course in the context of a total program offerings (i.e., credits, students eligible). Will a section/course be eliminated so the new course can be added?

DRAFT

Process Guidelines for Pilot Programs or Curriculum Modifications

1. Cover Sheet

Name the curriculum modification or pilot program being requested. Identify the building staff and grade levels affected. Identify the timeline for implementation.

2. Rationale

Provide a clear description of what is being proposed and how it will change the current implementation of core curriculum. Include:

- Research supporting the change, and evidence of success;
- Specific need the modification or pilot program will meet;
- Specific population of students being addressed;
- Relationship to District and or building initiatives;
- Relationship to District curriculum (What will be changed?);
- Identify which staff will be impacted by the change.

3. Curriculum development/Planning

Provide a summary of the curriculum modification or pilot program being proposed. Include request for curriculum writing or planning time for implementing the change.

4. Professional Development/Resources

Provide a description of the professional development that will be needed to implement the change. Include estimate of expenses for additional instructional materials, technology, space, equipment, etc.

5. Evaluation

Provide a description of how the curriculum modification or pilot program will be evaluated and the timeline for evaluation. (Each proposal must be evaluated within one year of implementation.)

6. Summary and Recommendation

Provide a summary of the impact of the curriculum modification or pilot program. Make a recommendation for the change to be implemented in the initial school or all District schools.