

CURRICULUM DEVELOPMENT

The following process will be used for curriculum development throughout the District. The representative committee will be appointed by the Superintendent. The committee will review and recommend curriculum and materials to deliver the curriculum to the Board of Trustees within the limits of the budget. A series of meetings will be held to accomplish these tasks which may be held in the summer or during the school year as necessary. Curriculum and materials recommended to the Board of Trustees must be available to the public for comment for thirty (30) days prior to adoption by the Board of Trustees.

Curriculum Committee Restructure:

The Superintendent shall appoint the curriculum review committee at the Superintendent's discretion. However, in the case of curriculum reviews conducted on the six-year cycle, generally committees should include representation from the following areas:

Committee:

- Elementary, middle and high school teachers
- Administration
- Parents
- Community Members
- Age-appropriate Students
- Library Media Specialist
- Title I Teacher
- Gifted and Talented Teacher
- Special Education Teacher
- University of Montana or UM College of Technology Faculty Member
- Assistant Superintendent or Designee

Reasonable attempts should be made to include at least one teacher from each school in the District.

Curriculum Change Procedure:

From time to time the District receives requests for significant curricular changes relative to what currently is approved by the Board of Trustees. Such changes shall be made according to the following procedure:

1. Proposal is written by individual or group, specifying rationale, goals and objectives of the requested change.
2. The curriculum proposal is submitted for review and discussion to the appropriate curriculum committee by the Regional Director or other designated administrator.
3. The curriculum proposal, with recommendations, is then submitted to the Superintendent for review and approval or disapproval.
4. The proposal is submitted to the Board of Trustees for review and ultimate approval or disapproval. These series of steps help ensure that appropriate attention is being given to the implications of the change for the students of the District relative to the entire K-12 curriculum. Since the steps are significant and time has to be spent reviewing each proposal, one must expect a year's lead time before a proposal will be potentially approved.

Procedure for Addition or Deletion of a High School Course:

1. Generally speaking, courses will be added only when the total program is being reviewed as per the six-year curriculum schedule. Exceptions may be made by the curriculum committee.
2. A principal or the subject matter curriculum committee may recommend the addition or deletion of a course. Normally both should be in agreement.
3. Recommendations for the addition or deletion of courses must be submitted to the Assistant Superintendent or his/her designee.
4. Recommendations for the addition or deletion of courses must include a written rationale, and estimate of costs, a list of potential problems that may result by the change.
5. The Board of Trustees must approve the addition or deletion of courses. The Superintendent in consultation with the principal may decide not to offer a course for a specific year if attendance is insufficient to warrant offering the course during that time.