

Fremont Union HSD 6000
AR 6141 – Instruction
Curriculum Development And Evaluation

Quality Curriculum Practices

1. Curriculum for students should be consistent with the District Vision, Graduation Requirements, Philosophy of Education, and California and District Content Standards. All staff hold the highest duty to promote the best learning opportunities at all times to all students.
2. Proposed changes in curriculum should be based on persuasive evidence of need gleaned from:
 - a. Data about students
 - b. Educational research or best practice; and/or
 - c. Systemic improvements or mandates (including State and University requirements).
3. Proposed changes should be responsive to issues of equity and to issues of system-wide coherence and consistency.
4. District curriculum policies and procedures should be responsive to the needs of schools, staffs, and students.
5. Proposed curriculum changes should consider the knowledge and skills of teachers and provide accordingly for the teacher development required to teach a new curriculum.
6. Each group providing feedback in the curriculum development process should see their roles as assisting the proposing or initiating group in creating a successful proposal or offering suggestions that will strengthen the idea rather than only identifying obstacles. However, problems, issues, and challenges to a curriculum proposal should be identified and addressed in a helpful manner by all participants in the process.

Process for New Course Submission

Previous to Approval for Development

1. A Preliminary Course Proposal Form (Exhibit 6141) is completed by the initiating teacher(s) or administrator. If initiated at a school site, the Principal's signature is required to indicate:
 - The proposed course is seen as a fit with the school's and district's student achievement goals and priorities.
 - The school has the resources, or a plan for procuring the resources necessary to support the course (teacher expertise and prep time, instructional materials, facilities, etc.).

(Recommended Timeline - by the start of the school year in August)

2. The completed Preliminary Course Proposal Form (Exhibit 6141) is reviewed by the Curriculum Liaison Group (Department Chairs) who provide feedback on the:
 - Advantages and disadvantages of the proposed course in addressing school and district priorities;
 - Concerns about the addition of the course to the district course of study;
 - Degree of interest in offering a similar course at their own schools.

(Recommended Timeline – August-September)

3. The Preliminary Course Proposal form and documented feedback from the appropriate Curriculum Liaison Group is submitted to Curriculum and Guidance Council for discussion/review.
(Recommended Timeline - by October 1st)
4. Based on feedback from the school, the Curriculum Liaison Group and the Curriculum and Guidance Council, the Superintendent or designee makes a recommendation to the Board of Trustees that the course be approved for further development.
(Recommended Timeline - by November 1st)

After Board Approval for Further Development

1. Those teachers interested in offering the course are provided resources necessary for:
 - Professional development time necessary to support the course development process to prepare to teach the course.
 - Time to complete the UC course submission template (or something comparable) which includes the following:
 - Course goals and major student outcomes, including the content and Performance Standards
 - Course Objectives
 - Course outline, syllabus or curriculum map
 - Textbook/supplementary instructional materials (considerations/timeline for the approval process)
 - Key assignments, sample lessons, teaching materials
 - Instructional methods and/or strategies
 - Examples of assessment methods and/or tools
 - Graduation and university requirements
- (Recommended Timeline - December 1st through May 31st)***

After Completion of the UC course submission template

1. The UC course submission template (or comparable document) will be submitted to the Board for final approval. If approved, it will be included in the District Course Catalogue.
(Recommended Timeline - June Board meeting or earlier)
2. The UC course submission template (or comparable document) will be shared with the Curriculum and Guidance Council and appropriate Curriculum Liaison Group so that they might consider similar offerings in the future.

After Board Approval to Offer Course

1. The course is offered and its impact is evaluated on an annual basis, including some or all of the following criteria:
 - Which/how many students are served by the course?
 - Student achievement in the course (grades, assessments, student work, etc.)
 - Student, faculty and parent feedback
 - Impact on other courses and the coherence of the curriculum in relation to the district course of study.
2. Recommendations to continue, revise or abandon the course are considered by the school in consultation with the Curriculum and Guidance Council and the Superintendent or designee.

Note: The dates listed in italics above give a suggested timeline in order to have the entire process completed and approved by the Board of Education in time for submission in the annual course catalog. These dates are not required, they are simply listed to give an idea about the time needed to complete the process. Process may begin at different times and still be included in the next year's course selection guide. However, if the process begins later than the times listed below, the process may not be able to be completed in time.