

Curriculum Review Process



Office of Curriculum and Instruction

Curriculum Material Request Process

The district administration and association leadership will establish sub-committees to investigate various aspects of a curricular area as needed, including but not limited to curriculum changes, alignment and implementation, textbook instructional materials, instructional practices, staff in service, and professional development.

Continual study and review of the instructional offerings are essential to the development and maintenance of a quality educational program. It is important, therefore, that the structure and procedures be established to ensure that an ongoing process for upgrading the curriculum exists. In addition, the review process will include identifying and providing the necessary staff development, integrating aligned technology, and developing and implementing district-wide assessments. Curriculum review supports the district's mission to assist in empowering all students to learn in an ever-changing world.

Section 2: Curriculum Review Timeline

The first step to initiate a curriculum review is to request permission to study a course, instructional materials, or a curriculum change. A request to study may be submitted to the Director of Education at any time during the school year and will be considered by the appropriate subject area committee at their next regularly scheduled meeting.

After obtaining approval to study curriculum changes or materials from the subject area committee, a department or grade level team may then begin the process of curriculum or materials review. The curriculum proposal form will guide the investigating teams in the study.

After completing the study, a formal curriculum proposal must be made curriculum proposals are due no later than October 1st of each year. The appropriate subject area committee will consider all proposals at their first meeting following the October 1st deadline the Board of Education curriculum subcommittee will consider proposals at their meeting in November followed by a presentation to the full Board of Education at its first December meeting the resolution for approval of the curriculum changes or instructional materials will be presented at the Board of Education meeting in December or January depending on the meeting schedule. Any curriculum changes or instructional materials approved by the Board of Education will be implemented the following fall.

Step 1	Request to study.	Maybe submitted anytime.
Step 2	The department or team reviews the curriculum and materials.	Ongoing following approval of the request of study.
Step 3	Curriculum Proposal.	Due by October 1 of each school year.
Step 4	implementation of curriculum or materials.	following fall.

Section 3: Subject Area Committees

The Joint Curriculum Council committee has been established to provide overall leadership and direction in core subject areas. Additional subject area sub-committees will be created as needed. The subject area committees will be working bodies charged with shaping the entire scope of the instructional program through a coordinated and focused K-12 review of curriculum, teaching practices, assessment, and technology integration. The composition of the subject area committees is outlined below. It is understood that teacher membership on any committee is voluntary, any work performed outside the normal workday will be paid according to the ABEA CBA. Where the number of volunteers or any committee exceeds the number designated for a building, the building administrator will work with ABA leadership to confer and select the persons to serve on the committee. The committee shall be composed of the following members each with an equal vote.

Curricular Area Committee Membership

- A teacher from each building in the district represents the grade levels of the curriculum or instructional materials.
- A Pathfinder from the appropriate grade level/content area.
- A special education teacher
- A building-level administrator.

**Anchor Bay School District
Request to Study**

(Prior approval needed for a proposal to be accepted)

Contact Person	Date
<input type="checkbox"/> Text Adoption <input type="checkbox"/> Curriculum Materials <input type="checkbox"/> New Course/Curriculum <input type="checkbox"/> Course/Curriculum Modification	
Title of Proposal:	
Content Area:	
Grade Level (check all that apply)	
Elementary: <input type="checkbox"/> Grade K <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5	
Middle School: <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8	
High School: <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12	
Reason for a new textbook or the curriculum change for the study:	
Staff members conducting the study:	
Resources needed to complete the study:	

**Anchor Bay School District
Curriculum Proposal Form**

(A curriculum Proposal will not be accepted without prior approval of a request to study)

Contact Person	Date
<input type="checkbox"/> Text Adoption <input type="checkbox"/> Curriculum Materials <input type="checkbox"/> New Course/Curriculum <input type="checkbox"/> Course/Curriculum Modification	
Title of Proposal:	
Content Area:	
Grade Level (check all that apply)	
Elementary: <input type="checkbox"/> Grade K <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5	
Middle School: <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8	
High School: <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12	
Review Team Members:	

Curriculum Review Summary

Course name: Reasons for request:
Data used to support recommendation:
Explain the student benefit to request:

Describe the process that was used to develop the curriculum in the proposal including specific individuals involved to ensure this proposal aligns with district, state, and/or national standards.

Describe the impact this proposal will have on existing programs in Anchor Bay.

Describe the impact this proposal will have on the special needs population.

Please include the following:

- Curriculum Standards Alignment Documentation
- Curriculum Map & Pacing Guide
- Itemized Budget (including and training)
- Technology integration necessary