

## Central Columbia School District Curriculum Review Process

### September:

- Requests for new courses (for following school year) from teacher and/or Department Head to Curriculum Coordinator and Principal for discussion with Superintendent
- Changes to current courses (HS) from teacher and/or Department Head to Curriculum Coordinator and Principal for discussion with Superintendent

### October – January:

- “Current” KUDs, Student Learning Maps, Course Cover Sheets, Pacing Guides edited if necessary. Board approval, if necessary

### October:

- “New” KUDs, Student Learning Maps, Course Cover Sheet, Pacing Guide, and Unit Assessments are written for proposed new course

### November:

- Teacher/Department Head presents “new” KUD, Course Cover Sheet, and Pacing Guide to the Act 48 Committee (second Wednesday). With Act 48 approval, course goes to School Board
- Teacher/Department Head presents any changes to current courses (HS) to the Act 48 Committee (second Wednesday). With the Act 48 Approval, changes go to School Board

### January:

- School Board approves new course and any course changes (HS). Course (KUDs, Student Learning Maps, Course Cover Sheet, and Pacing Guide) is posted on District Website

### February – March:

- HS Course is available for student scheduling for the following year

June – August:

- Current unit assessments edited, aligned to KUDs, standards if necessary. Revisions to curriculum posted on District Website are updated

August:

- Department Head Meeting – begin process of updating Unit Assessment Calendar for the school year – Complete by third week of September

Monthly: Department Head updates Unit Assessment Calendar