

FORT LA BOSSE SCHOOL DIVISION

TITLE - CURRICULUM DEVELOPMENT

POLICY - IGA-R

Approval Date - 27/02/12

Cross Reference - [CGE/IGC](#)
[IHB](#)
[J](#)

Resolution # - 63/12

Implementation - 27/02/12

Legal Reference -

Last Reviewed - 27/02/12

While it is understood that most curricula are developed and disseminated by the Department, the onus for implementation, adaptation, modification and revision is on the Division's professional staff. Teachers and in-school administrators may also initiate curriculum development by proposing special courses (SICs and SIPs) for approval.

1. Curriculum development that involves change should be undertaken in response to identifiable student and community needs, and/or to meet the specific requirements of individual students who are encountering significant difficulty in meeting program expectations.
2. All curriculum development will, at some point, involve the Curriculum, Instruction and Assessment Consultant (CIAC).
3. Instructional staff members who believe program adaptation and/or modification may be in the best interest of the student(s) will seek the approval of the Principal before implementing program alterations. The Principal may consult the CIAC before granting approval for a significant change. Where appropriate, the Coordinator of Student Services should also be involved in the decision-making process.
4. Teachers are encouraged to access a variety of grade level appropriate learning resources in the presentation of their assigned courses. These resources may include presentations by individuals or groups, a variety of print, audio and/or visual aids, software or other electronic enhancements, trips into the community and other appropriate options for program enrichment.
5. It is the responsibility of the Principal to ensure that the prescribed curricula are implemented in all subject areas and across all grade levels. The Principal is also required to ensure that the averaged daily time accorded to each class per six-day rotation approximates the Department guidelines.
6. Division instructional staff will be expected to implement the approved the Department curricula for the grades and/or classes to which they have been assigned.
7. Class textbooks are to be selected from the Manitoba Text Book Bureau's listing of approved print materials.

8. At the high school level, SICs and SIPs will include only those materials, activities and experiences that were included in the course outline forwarded for approval.
9. At all grade levels a copy of the curriculum and the teacher's course outline should be available for reference by students or their parents. This may be of particular importance for high school students and their parents during times of course selection.
10. Continuous evaluation, and the resultant revisiting and revision for curriculum enhancement are a responsibility shared by all the partners to the particular program of studies.
11. New curriculum for implementation will follow the [STAF model](#).

