

Guide to Requesting Curriculum

Curriculum Development Process	Recommended Timeline
<p>Submit Request to Assemble a Curriculum Development Team</p> <ul style="list-style-type: none"> ● A <i>Request For New or Revised Curriculum</i> form for new or revised curriculum resources must be completed and submitted to the Curriculum Coordinator Cari Schlosser, schlosserc@barron.k12.wi.us ● This form is located on the staff webpage of the Barron Area School District website. ● You will be contacted by the Curriculum Coordinator when your request is received. 	<p>Due May 31 - September 30</p>
<p>Organization of Curriculum Team</p> <ul style="list-style-type: none"> ● The Curriculum Coordinator and/or Superintendent will signify approval or denial to assemble a curriculum team/begin the curriculum research process. ● The Curriculum Coordinator will collaborate with the curriculum team members to begin first steps in the curriculum research process. ● Curriculum teams may be comprised of teachers, school administrators, parents/guardians, and community members. ● This step of the process would be looking into curriculums and speaking with companies, narrowing down the amount of curriculums to be piloted. 	<p>June 1 – September 30</p>
<p>Curriculum Team Meeting Protocol</p> <ul style="list-style-type: none"> ● Discuss research done on each curriculum. ● Be respectful of each member of the team. ● Be respectful in sharing opinions and hearing opinions of others. ● Gather information collected and the <i>Curriculum Evaluation form</i> - send to the Curriculum Coordinator. 	<p>June 1 - September 30</p>
<p>Present Top One or Two Curriculums</p> <ul style="list-style-type: none"> ● The Curriculum Coordinator will contact team members and discuss a time to present the top one or two curriculums to the Curriculum Coordinator/administration for approval of piloting programs. ● Proposed curriculum will be presented by a representative(s) from the team (teacher, administrator, parents, and/or other team members) to the Curriculum Coordinator and/or administration. ● The Curriculum Coordinator and administration may approve, modify, or deny proposed courses. ● Curriculum Coordinator and/or team member will make any other calls to the two selected companies for resources for piloting the program. 	<p>August/ November</p>
<p>Pilot Process</p> <ul style="list-style-type: none"> ● Pilot program with fidelity or discuss with Curriculum Coordinator how you will be utilizing the program during the curriculum pilot process. ● Take notes through pilot for evaluation of program. ● Open communication with Curriculum Coordinator during this time is encouraged. ● Meet with members of team doing the pilot. 	<p>Fall/Winter</p>
<p>Evaluation of Pilot Curriculum Team Meeting</p> <ul style="list-style-type: none"> ● Present evaluation of curriculum(s). ● Present final decision. ● Curriculum Coordinator and/or team members will bring this request to the school board. 	<p>Winter/Spring</p>

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Communication of New and Revised Request With School Board	February/March
<ul style="list-style-type: none">● Curriculum Coordinator and/or team members will present this request to the school board.● Discussion about funding (because budgets may be due).	

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February/March