

# INSTRUCTION

## CURRICULUM DEVELOPMENT AND ADOPTION

File: IF

The curriculum shall meet or exceed the requirements of the Code of Virginia and regulations of the State Board of Education and shall be aligned to the Standards of Learning.

The curriculum is a means to achieve pupil learning. The curriculum development is a goal-based process and encompasses (1) identification of division goals, (2) identification of program goals and student learning results, (3) curriculum evaluation, and (4) curriculum improvement. Personnel in the department of Curriculum and Instruction will offer leadership in developing and revising curriculum guides.

The purposes of the process are to:

1. Respond to the division's needs assessment.
2. Define desired student learning results in each curriculum area.
3. Evaluate the curriculum and its implementation.
4. Provide for continuous curriculum improvement.
5. Provide for curriculum coordination within, between and across grade levels.
6. Determine how well individual students accomplish program goals and achieve expected learning results.
7. Provide a process for staff and community participation in developing and implementing curriculum.

The administration and faculty shall evaluate the educational program and report at least annually the findings to the Board, along with recommendations for the Board's review and consideration. These recommendations may include modifications of desired learning results; modifications of division or program goals; additions or deletions of courses or course content; additions to resources, materials, and learning experiences.

Proposed curriculum and program changes shall be submitted, in writing, to the associate superintendent for review with recommendations to the Superintendent.

The Superintendent shall present new courses and new educational programs to the Board for action, as well as programs and courses that have extensive revisions or additions.

Adopted: July 16, 1998  
Revised: April 17, 2008  
Revised: June 19, 2008

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-253.13:1.B  
8 VAC 20-131-10 et. seq.

Cross References: AF Comprehensive Plan

# INSTRUCTION

## PILOT, RESEARCH, OR EXPERIMENTAL PROJECTS

File: IFB

### Right to Inspect Instructional Materials

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled or engaged in any research or experimentation program or project which is funded by the United States Department of Education shall be entitled to inspect all instructional materials to be used in conjunction with such program or project.

### Research

The term "research or experimentation program or project" means any systematic investigation which departs from the application of established and accepted methods used to meet the needs of the students and may result in physical or psychological injury to participants. The designation of any program or project as a research or experimentation program or project shall be made by the superintendent or designee.

### Informed Consent

No research shall be conducted or authorized unless the student's parents or legally authorized representative or emancipated student signs a student consent form and has it witnessed. The form shall comply with the Code of Virginia, 1950, 32.1-162.18 as amended.

Any research involving students shall be approved and conducted under the review of a human research committee established by the school division.

If the subjects cannot be identified and the research falls within the exemptions of the Code of Virginia, 1950, as amended, the research is exempted from these requirements.

Any complaints arising under this policy shall be submitted under Policies (KL) or (KLB) as appropriate.

### Pilot Programs

A pilot program is defined to mean a program which has been developed but has not been utilized in Charlottesville City Schools. The designation of any program as a pilot shall be made by the Superintendent/designee. All new pilot programs will be communicated to the Board and must be consistent with the mission, goals and priorities of the Board. Before a pilot program is adopted for system-wide implementation, the pilot will be evaluated to determine its effectiveness.

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Legal References: 20 U.S.C. § 1232h(a)  
45 C.F.R. 46.101 et seq.  
Code of Virginia, 1950, as amended, §§ 22.1-16.1, 22.1-78, 32.1-162, 16-162.20.  
8 VAC 20-565-10 et seq.

Cross References: JHDA Human Research  
KFB Administration of Surveys and Questionnaires