



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.11 CURRICULUM DEVELOPMENT – VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		A	D	I
SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: MAY 26, 2014	REVIEW FREQUENCY: EVERY 4 YEARS			

PREAMBLE

The Ministry of Education sets parameters and expectations for most courses and programs offered at Richmond Christian School which the Board of Trustees, Administration team and teaching staff diligently work to meet. As an independent school, Richmond Christian School has the opportunity to offer courses not prescribed by the Ministry of Education and as such must establish criteria, policies and clear procedures on how these independent courses shall be developed and evaluated.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. CURRICULUM

Curriculum includes Richmond Christian School academic programs and written plans for providing students with learning experiences that lead to expected learning outcomes in discipline areas.

2. CURRICULUM DEVELOPMENT PARAMETERS

- a. The Curriculum Coordinator, in consultation with the campus Principal, is primarily responsible for developing a systematic cycle of curriculum review for all required and elective courses.
 - i. Courses and school programs must be routinely reviewed to ensure that course objectives are current, relevant and are meeting prescribed learning outcomes.
 - ii. A review schedule should be established for the periodic articulation of required and elective courses of study from kindergarten through grade twelve to ensure consistency of programing.
 - iii. Course or program reviews should also consider current student performance, including sub-groups.
 - 1) Identify or define gaps between current curriculum and current provincial and national standards.
- b. The implementation of new curriculum shall:
 - i. Ensure that the curriculum advances the implementation of the school's Mission and Vision; and
 - ii. Identify innovative courses, content, or pedagogy not currently available at Richmond Christian School.
- c. The curriculum review process for new courses or programs shall:
 - i. Begin with a discovery phase that includes but is not limited to:
 - 1) soliciting input from key stakeholders (i.e., school board, education committee, staff) and
 - 2) consulting external subject area experts and reviewing current literature.
 - ii. Identify areas of cross-discipline needs and opportunities.
 - iii. Identify learning outcomes for each content area and each grade level that meet or exceed required provincial and national standards.

- iv. Provide a system for ongoing monitoring of student academic progress.
- v. Assure that the academic content is culturally inclusive and addresses the different learning styles and needs of students with various backgrounds and abilities.
- vi. Provide for continuing evaluation of instruction and curriculum effectiveness.
- vii. Identify instructional materials and a plan that supports the defined curriculum.

3. BOARD AUTHORITY APPROVED COURSES

The Board of Trustees may approve offering a new course or program not prescribed by the Ministry of Education, see 4.11.1 Board Authority Approved Course policy.

4. JOB DESCRIPTION

A job description for Curriculum Coordinators shall be reviewed in conjunction with this policy.

5. RESOURCES AND REFERENCE MATERIALS

Board Authority Authorized Courses, Requirements and Procedures Guidebook, Ministry of Education 2012.