

Hamilton County Board of Education

Monitoring: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

1 “What” teachers teach is defined by state academic standards approved by the State Board of
2 Education. “How well” students are mastering those standards is measured through aligned
3 assessment. Teachers have autonomy in terms of the “how” through their pedagogy – or
4 instructional practice. We must ensure that our teachers understand best practices and are able to
5 integrate them in their classrooms to facilitate student learning.

6
7 Administration supports curriculum development through providing curriculum guides, assessment
8 items, and other instructional materials that are aligned to state academic standards.¹

9
10 In the development of curriculum guides, Hamilton County will work to ensure each teacher's ability
11 to succeed in addressing the educational needs of all students as they continue to advance in the
12 general curriculum. Teachers in each school shall participate in the system-wide development of the
13 curriculum guides in their appropriate subject areas. Assignments for curriculum guide development
14 will be made by directors in the Teaching and Learning department, in consultation with principals.

15
16 The curriculum guides will be revised and updated regularly through professional development
17 programs and curriculum planning sessions.

18
19 The complete curriculum guide shall be accessible to each school. Copies of the portion which
20 pertains to their area of teaching shall be available to all teachers. Curriculum guide orientation shall
21 be provided for all new teachers.

22 **SPECIAL COURSES**

23 A special course is defined as a high school elective course that is intended to meet the unique needs
24 of a school or district that cannot be met using the courses and standards approved in the State Board
25 of Education (SBE) Approved High School Courses Policy (SBE Policy 3.205) and listed in the
26 Correlation of Course Codes.

27
28
29 Effective January 2017, the SBE approved a policy change to adjust the length of approval for special
30 course applications. The revised policy allows for the approval of special courses for one, three,
31 or six years after which time the district is required to submit a special course application to continue
32 offering the course.

33
34 The state department opens the application process in early spring. Applications and their developed
35 curriculum are submitted to the Executive Director of Teaching and Learning, Deputy Superintendent of
36 Schools and the Hamilton County Board of Education. Special Course requests are then submitted to the
37 state board of education for consideration of approval.

38
39
40

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

IMPLEMENTATION

The primary responsibility for the effective operation of the curriculum program and activities shall be delegated to the director of schools and/or his designee.

The school principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

_____ **Legal References and Cross References:**

1. TCA 49-1-302(a);(1);(2);(3);(8)
2. TCA 49-2-301(b)(1)(H)
3. Board Policy 5.113 - In-Service & Staff Development Opportunities