



## **6120.1: WRITTEN CURRICULUM - MEP CURRICULUM PLANNING**

The curriculum planning phases are designed as a means by which system wide planning occurs. The four phases are as follows:

- I. Research and Alignment**
- II. Curriculum Development**
- III. Implementation**
- IV. Curriculum Monitoring**

The steps in each of these phases will include an analysis of operational tasks which include, but are not limited to, the following: multicultural integration, technology, school-to-career/applied academics, staff development, support programs, and resource allocation.

### **I. Phase I: Research and Alignment**

**A. Prepare Data Book to Provide Research and Data to Participants**

**B. Identify Participants from Staff and Community for Committees**

**C. Curriculum and Instruction MEP Facilitator and Instructional Technology MEP Facilitator Activities Completed to Prepare for the Process**

**D. Curriculum Planning Committee Participants Receive and Review Provided materials**

**E. Curriculum Planning**

**F. Resource Evaluation Preparation**

**G. PK-12 Framework Preparation**

**H. Textbook/Instructional Materials Initial Selection: Initial Selection and/or Creation of Digital Instructional Materials or Resources**

**I. Textbook/Instructional Materials: Field Study Preparation**

**J. PK-12 Framework Completion**

**K. PK-12 Framework Part A Presented to Board of Education for Approval**

## **II. Phase II: Curriculum Development**

**A. Select and Develop Curricular Resources**

**B. Step Ahead Implementation**

**C. Devise Implementation Plan**

**D. Host Community Curriculum Review Nights**

**E. Instructional Materials Recommendation Presented to the Committee on American Civics (as required) and to the Board of Education for Approval**

**F. PK-12 Instructional Framework Part B Presented to the Board of Education for Approval**

## **G. Course Guide Development**

## **H. Materials Training for all Staff**

## **III. Phase III: Implementation**

**A. Deliver District Resources to Buildings**

**B. The Curriculum and Instruction MEP Facilitators(s) in collaboration with the Instructional Technology MEP Facilitator(s) and/or Leadership and Learning, will provide District staff development opportunities including best instructional practices and most effective strategies**

**C. Provide administrators staff development and documentation to assist in monitoring the written, taught, and assessed curriculum, including, but not limited to instructional practices and fidelity of implementation via walk- through/best practices guide for principals**

**D. Implement courses using new course guides and PK-12 Framework**

**E. Collaborate with Assessment, Research, and Evaluation and Special Education to create the District ELO as defined in 6315.1 and Demonstration of Proficiency**

**F. Monitor implementation and adjust course guides as needed**

**G. Continue curriculum development process for Selection or Creation of Digital Instructional Materials or Resources (digital resources/textbooks) and/or courses related to Textbook/Instructional items purchased second round adoption as appropriate – Continue Phase II as outlined above**

#### **IV. Phase IV: Curriculum and Instruction Monitoring**

**A. Evaluate implementation**

**B. Analyze Relevant Student Data**

**C. Provide Resources and Staff Development**

**D. Provide resources and staff development towards related best instructional practices for teachers and administrators including fidelity of implementation (walk-through/best practices guide for principals)**

**E. Monitor implementation and adjust course guides and digital learning resources through collaborative efforts between the Curriculum and Instruction MEP Facilitator, the**

**F. Instructional Technology MEP Facilitator, and teachers as needed**

**Collect student and program assessment data to determine additional or alternate program needs**

**G. Transition/ preparation for Phase I during the last year of Phase IV**

**Date of Adoption**

**May 3, 1999**

**Date of Revision**

**August 2, 2004**

**May 18, 2009**

**October 4, 2010**

**July 2, 2012**

**November 17, 2014**

**June 5, 2017**

**September 7, 2021**

**Related Policies and Rules**

**[6120: Written Curriculum - MEP Curriculum Planning](#)**