



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 Facilitator(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](#)