

## EDUCATIONAL PROGRAMS

### *Series 600*

**Policy Title:** Curriculum Review, Development and Assessment

**Code Number:** AR602.8

#### **STAGE ONE: RESEARCH AND ASSESS CURRENT STATUS**

##### **1a. Develop District Curriculum Committee (Head Teacher/ Curriculum Director)**

A District committee is formed with Head Teacher, Curriculum Director, and representatives from each school. The members of the committee will serve as liaisons to the group being represented. Their responsibilities include advising and supporting the stages of the curriculum cycle. They should be committed to following and upholding the decisions made through the consensus of the committee.

##### **1b/c. Analyze district, state and national data (Head Teacher/Curriculum Committee/Curriculum Director)**

This committee analyzes district, state and national data on pertinent curricular area to determine areas of strengths and needs of resources, instructional practices and Professional Development in the Sioux City Community School District.

##### **1d. Investigate and summarize current research on best practice (Head Teacher/ Curriculum Committee/Curriculum Director)**

The committee will examine what the current professional literature and research suggest about this curricular area. Further identification of the expectations of potential employers and the strategies of exemplary schools will be explored.

##### **1e. Conduct needs assessment (Head Teacher/Curriculum Committee/Curriculum Director)**

The committee will investigate what needs are being expressed by feeder schools, what the buildings' data reveals, and the expectations of the community.

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Legal Reference: Iowa Code §§279.8, 280.3-.14, 601A.9 (1989)  
670 Iowa Admin. Code 3.5.  
281 Iowa Admin. Code 12.5(14) (*new standards*)

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**1f. Analyze data from needs assessment (Head Teacher/Curriculum Committee/Curriculum Director)**

Compare the data from the needs assessment to current written curriculum, materials, strengths and gaps. Determine next steps.

**1g. Communicate to all stakeholders (Head Teacher/Curriculum Committee/Curriculum Director)**

Share the information with all stakeholders.

**STAGE 2: REFINE/DEVELOP CURRICULUM**

**2a. Review beliefs, mission, visions, and philosophy (Head Teacher/Curriculum Committee)**

Examine the current beliefs, mission, vision and philosophy of the district and curricular area.

**2b. Critique current standards and benchmarks as an essential skills framework (Head Teacher/Curriculum Committee)**

Compare current standards and benchmarks with the examination of current research, trends, exemplary schools and district data. Determine strengths, weaknesses and gaps in current framework.

**2c. Make revisions, as necessary (Head Teacher/Curriculum Committee)**

Write/revise curriculum to reflect District needs and current research.

**2d. Communicate revisions to stakeholders (Major revisions taken to Advisory, Achievement, and Equity Committees) (Head Teacher/Curriculum Committee)**

Communicate changes to stakeholders

**2e. Identify appropriate instructional strategies (Head Teacher/Curriculum Committee)**

Determine the instructional strategies to be implemented to execute the effective delivery of the curriculum.

**2f. Communicate the strategies for effective instruction (Head Teacher/Curriculum Committee/Professional Development Committee)**

Develop a Professional Development plan to provide support for teachers to use the strategies effectively in the classroom.

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### **STAGE 3: STUDY AND RECOMMEND RESOURCES**

#### **3a. Develop ad hoc curriculum/textbook committee (Head Teacher/Curriculum Director)**

An ad hoc District committee is formed with Head Teacher, Curriculum Director, building administrators, and teaching representatives from each school and each grade. The members of the committee will serve as liaisons to the group being represented. They should be committed to following and upholding the decisions made through the consensus of the committee.

#### **3b. Review current textbooks/resources (Head Teacher/Ad Hoc Committee)**

Assess the correlation between the revised curriculum framework and the current resources. Determine the needed materials.

#### **3c. Designate specifications for textbook/resources (Head Teacher/Ad Hoc Committee/Curriculum Director)**

Necessary specifications, based on requirements from standards and benchmarks and needs assessment, established for purchase of materials.

#### **3d. Determine companies for investigation of different resources (Head Teacher/Ad Hoc Committee)**

Review information from available companies. Select publishers that appear to have the products closest to the district needs. Schedule presentation times for each company.

#### **3e. Presentations given by company reps. (Head Teacher/ Ad Hoc Committee)**

Each company presents their materials that support district standards and benchmarks. The committee members will utilize the developed criteria to rate each group of materials.

#### **3f. Select resources through committee consensus (Head Teacher/Ad Hoc Committee)**

The committee will select the resources that will support the district curriculum. This decision will be made through a process of consensus. The Head Teacher will give the recommendation to the Board of Education.

#### **3g. Give purchase recommendations to the Board of Education (Curriculum Director)**

A cost proposal will be written by the recommended company. The Head Teacher will give the recommendation to the Board of Education. This purchase price will include additional materials for SPED.

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**3h. Formulate budget proposals for curriculum writing (Head Teacher/Curriculum Director)**

The Head Teacher will determine the amount of curriculum writing necessary to embellish the standards and benchmarks framework and support the teaching staff in its implementation.

**3i. Write/refine ancillary guides: curriculum maps, assessments (Head Teacher/Curriculum Committee/Curriculum Director)**

The committee will receive Professional Development on the various aspects of curriculum writing. The process will be overseen by the Curriculum Director.

**3j. Plan future professional development (Head Teacher/Curriculum Committee/Curriculum Director/Professional Development Team)**

A Professional Development plan will be designed to communicate the new curriculum pieces and resources to the pertinent teachers.

**3k. Communicate to stakeholders (Head Teacher/Curriculum Committee/Curriculum Director/Professional Development Team)**

The Professional Development plan and the new curriculum guides will be presented. A comprehensive timeline will be identified.

**STAGE 4: IMPLEMENTATION**

**4a. Distribution of textbooks/resources (Head Teacher)**

**4b. Provide Professional Development on implementation of resources with instructional strategies (Head Teacher/District Curriculum Committee/Curriculum Director/Professional Development Committee)**

The Professional Development plan will be implemented throughout the year. Feedback will continually be collected.

**4c. Survey teachers at the year's end for determination of additional PD needs (Head Teacher/Curriculum Committee)**

Collect information from teachers on their instructional needs and their view of the clarity and appropriateness of the curriculum.

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**4d. Assess student progress through District developed formative and summative assessments (Head Teacher/Curriculum Committee/Curriculum Director/Assessment Director)**

Analyze and evaluate benchmark data with summative and formative assessments. Recommendations for instructional practices and Professional Development will be made and put in place.

**STAGES 5-7: CONTINUOUSLY MONITOR AND EVALUATE CURRICULUM**

**5a. Analyze teacher surveys and student data**

**5b. Monitor implementation of the operational curriculum through curriculum mapping and teacher data.**

**5c. Continue professional development based on data and surveys**

Based on both of these actions recommendations for future actions can be made.

**5d. Determine annual improvement goals based upon an examination of needs assessment data.**

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