

Regulation 8110R

Instruction

Curriculum Review and Revision

In accordance with Policy 8110, curriculum will be created and reviewed on a regular basis to ensure all programs of study are of the highest possible quality, culturally responsive, and promote college, career, and civic readiness.

Below outlines the process for curriculum creation, revision, and review in the West Irondequoit School District.

All curricula should be in alignment with District initiatives, as well as the District Mission and Core Commitments.

A. Curriculum Review and Revision Process

Component of Curriculum	Purpose and Tasks	Products	Timeline(s)
Phase 1: Curriculum Revision and Development	<p>Purpose: To create or revise curriculum which reflects state standards, is culturally responsive, and promotes critical thinking. Every 5-7 years curriculum will be reviewed. Annual feedback form will identify content/courses which need review and revision sooner.</p> <p>Tasks: 1 Analysis and Reflection on Impetus for Update/Revision through gap analysis between current and desired state, including feedback from current staff implementing the curriculum. 2 Identification of level of Revisions needed (either Creation/Major or Updates/Minor) through submission of form to appropriate Director of Instruction and ASI of Instruction.</p>	<ol style="list-style-type: none"> 1. Completed and Submitted Analysis and Reflection Form 8110F 	<p>Estimated Task Timeline:</p> <ol style="list-style-type: none"> 1. 1-2 days
	<p>Creation/Major Revisions Tasks:</p> <ol style="list-style-type: none"> 1. Based on analysis and standards, create scope and sequence. If it is determined that the adoption of a program is appropriate to support the curriculum, please adhere to the resource adoption process. 2. Creation of Stage 1, 2 and 3 curriculum documents using West Irondequoit UBD Template and training provided by Directors of Instruction and/or appropriate staff. 	<ol style="list-style-type: none"> 1. Create Scope and Sequence 2. Completed first draft of WI UBD template which includes: <ol style="list-style-type: none"> a. Standards/Understandings b. Assessments 3. Report to DCC/BOE 	<p>Estimated Task Timeline:</p> <ol style="list-style-type: none"> 1. 1-2 days 2. 2-3 days per unit <p>DCC approval should occur the month before going to BOE. Implementation cannot occur until BOE presentation.</p>
	<p>Updates/Minor Revisions</p> <ol style="list-style-type: none"> 1 Revisions/updates to appropriate curriculum documents 	<ol style="list-style-type: none"> 1. Updated curriculum documents 2. Summary report to DCC/BOE prior to Phase 2. 	<p>Estimated Timeline:</p> <ol style="list-style-type: none"> 1. 1-3 days

<p>Phase 2: Curriculum Implementation</p>	<p>Purpose: To create sense of community for implementing curriculum and training all teachers and staff. To gather feedback from staff and students regarding created/updated curriculum.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Create plan of communication, training, and implementation of curriculum. 2. Collection of data. <ol style="list-style-type: none"> a. Qualitative data through observations and stakeholder feedback. (Common Student Feedback Questionnaire) b. Quantitative data through assessments and student work. 3. Curation of lessons, exemplars, resources, and materials utilizing the curriculum. 	<ol style="list-style-type: none"> 1. Completed Implementation Report Form 8110F.1 2. Compiled qualitative and quantitative data report. 3. All materials curated uploaded to appropriate curriculum SharePoint site. 	<p>Timeline: Will depend on depth of curriculum creation or revisions. For fully updated curriculum this phase should take a full year. For smaller updates/revision, the timeline should be communicated through the plan.</p>
<p>Phase 3: Curriculum Review</p>	<p>Purpose: To ensure curriculum is supportive and responsive of students, staff, and community. To ensure equity across grade levels and content areas.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Representative group of staff implementing curriculum reviews curriculum documents, artifacts, and data to determine if curriculum needs further revision. This should include gathering feedback from students. 2. 1-3 appropriate staff and appropriate director present the final curriculum and findings to DCC. 3. Appropriate director presents to the Board of Education, if changes from previous presentation. 	<ol style="list-style-type: none"> 1. DCC and Board of Education Presentation 	<ol style="list-style-type: none"> 1. Timing per DCC (and BOE in necessary) calendar
<p>ONGOING</p>	<p>Yearly Review of Curriculum through the Annual Feedback Form to be administered in either May or June of each school year to all K-12 instructional faculty.</p>	<p>Annual Feedback Form</p>	