

Ferndale School District No. 502  
Administrative Procedures

No. 2120 P-1  
Attachment 1

**Curriculum Development Cycle**

<b>(NA/P) Needs Assessment &amp; Planning</b>	<b>(CD) Curriculum Development Standards &amp; Indicators</b>	<b>(M/P) Materials Identification Field Test (FT) Purchase</b>	<b>(PD/IMPL) Professional Development &amp; implementation</b>	<b>(R/M) Data Gathering, Review, Monitor</b>
<p>Establish representative committee to develop and implement work plan</p> <p>Review and compare state EALRS/GLEs alignment and WASL test specifications with district standards, indicators &amp; assessments.</p> <p>Analyze district AYP data, WASL achievement data, graduation requirements and rate; compare to state and national targets.</p> <p>Analyze state proficiency goals for CBA Areas.</p> <p>Review current research in teaching and learning</p> <p>Review existing materials or current course content</p>	<p>Develop revised curricula:</p> <ul style="list-style-type: none"> <li>• Belief/purpose statements</li> <li>• Align standards, indicators with GLE of state</li> <li>• Develop K-12 student learning objectives</li> <li>• Develop curriculum map / scope and sequence</li> <li>• Develop course and/or unit organizer, critical content and guiding questions</li> <li>• Develop plan for articulation of higher level thinking and/or process skills (cognitive demand)</li> <li>• Recommend embedded/ common assessments</li> <li>• Create curriculum guide</li> </ul>	<p>Establish criteria for selection of instructional materials, review state material alignment documents</p> <p>Determine vendors and conduct research on IM</p> <p>Develop data collection forms and identify field tests sites for materials</p> <p>Determine supplementary and technology related support materials</p> <p>Determine appropriate options for varying abilities of learners (Tier 1, 11 and 111)</p> <p>Create a budget and timelines for purchase of IM replacement cycle next year</p> <p>Provide public notice and recommend IM to School Board</p> <p>Plan for distribution and inventory of newly purchased materials</p>	<p>Identify required teacher skills and research-based instructional practices that promote student growth</p> <p>Provide professional development for principals, instructional coaches, teachers, instructional assistants.</p> <p>Develop plan to create teacher capacity (instructional coach) at building and district level</p> <p>Determine or create common assessments of formative and summative type; analyze results</p> <p>Provide follow-up PD based on analysis of student performance on assessments and professional feedback</p> <p>Annually provide professional development to new staff in district or new to teaching program</p>	<p>Review student performance data on formative and summative assessments</p> <p>Refine district course standards, indicators, objectives, materials and/or assessments as required</p> <p>Review K-12 curriculum map scope and sequence</p> <p>Determine impact of the new instructional materials and impact of the related PD</p> <p>Evaluate curriculum guides and related documents for revision</p>

