
CURRICULUM DESIGN AND DEVELOPMENT (LNT-P001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure applies to the Learning and Teaching department of Wenatchee School District when planning and developing new curricula for instruction.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent for Learning and Teaching

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent for Learning and Teaching

4.0 DEFINITIONS:

- 4.1 PDSA – Plan, Do, Study, Adjust
- 4.2 WASL – Washington Assessment of Student Learning

5.0 PROCEDURE:

- 5.1 The need for new curricula is determined by several different sources and is evaluated through the PDSA cycles. Articulation Teams, which are managed by the Assistant Superintendent for Learning and Teaching, are responsible for carrying out these cycles. The Articulation Teams maintain meeting summaries that define plans, decisions made, personnel responsible, implementation results, review results and final conclusions. The cycles are as follows:
 - 5.1.1 Monthly/Quarterly: Information from buildings monthly or quarterly is built into agendas to be discussed and problem-solved as necessary.
 - 5.1.2 Annually: Beginning in March, the annual planning table and goals from the current year are reviewed and adjusted for the next planning year and annual planning table.
 - 5.1.3 Seven (7) Year Cycle: In the curriculum review cycle, information is reviewed and needs discussed for significant adoptions/replacement changes.
- 5.2 The curriculum input criteria is documented in the meeting summaries from the Articulation Teams' meetings. The input includes performance requirements, state and/or federal requirements, and/or district requirements for learning, which are documented in the Learning and Teaching Guide. The input required for the curriculum is reviewed for adequacy by the Articulation Teams.
- 5.3 The output of the curriculum development can be in the form of supplements, teaching guides, family guides, instructional materials, adoption recommendations, and/or other similar methods. The output of the curriculum is documented in the meeting summaries from the Articulation Teams.
 - 5.3.1 Prior to releasing any output documentation, it is reviewed against the input requirements and approved prior to release.
- 5.4 Curriculum reviews occur at regular intervals as documented on the tracking form, during the process. Reviews ensure that the curriculum is being developed according to the plan. The reviews evaluate the ability of the curriculum results to meet the requirements and to identify any problems and provide resolution. The reviews are

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conducted by the Articulation Teams and include personnel involved or affected by the curriculum. Records of these reviews are in the form of Articulation Team meeting summaries.

- 5.5 Verification of the curriculum design is performed to ensure that the intent of the curriculum meets the results of the curriculum development. Verification activities may include, but are not limited to surveys, vital few performance indicators, assessment results, etc.
- 5.6 Validation of the curriculum design is performed to ensure that the final result is capable of meeting the needs of the district and state for the intended time frame. Validation of the curriculum can only be performed once it has been used in the classroom, assessed through verification and finally validated using the WASL.
- 5.7 Changes to the curriculum are planned and implemented as needed to ensure that it is capable of meeting requirements. Changes are reviewed and approved by the Articulation Teams and documented in the team meeting summaries.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Articulation Team Meeting Summaries
- 6.2 Output documents as referenced in the meeting summaries
- 6.3 Learning and Teaching Guide

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Articulation Team meeting summaries and output documents.	Assistant Superintendent for Learning & Teaching	3 years minimum	Discard as desired	Electronic backup
Learning and Teaching Guide	Online	Updated Yearly		Electronic backup
New/Revised Curriculum Process Control Form(s)	Online	Ongoing		Electronic backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
15-Nov-01	A	Original Release
25-Jan-02	B	Revised to include the use of the New/Revised Curriculum Control Process Form, LNT-F001, and added the Learning and Teaching Guide.

**** End of procedure ****