



# *ON-GOING CURRICULUM DEVELOPMENT*

## **ON-GOING CURRICULUM WRITING PROPOSAL PROCESS**

### **To Initiate:**

On-going curriculum development forms are available on the District website <http://www.wdpsd.com>. Click on “Staff” tab>Forms/Documents, then under the “Curriculum Dept.” heading, click on “Curr. Writing Proposal” to print form. The intent of this form is to provide staff with an opportunity to take existing course curriculum and further develop it. This may include the review and alignment of resources to benchmarks, or the development of rubrics, assessments, and/or unit plans.

The proposal must be supported by the grade level team or department members to move forward. When a plan has been given final approval appropriate staff will develop a timeline of events with the Director of Curriculum.

### **Criteria:**

- This type of curriculum work can occur at any time during the school year or during summer months.
- Curriculum proposal must support current initiative and district goals.
- Proposal is reviewed by building administrator and Director of Curriculum, and is approved or denied.
- Planning with Director of Curriculum to create an action plan for curriculum development.

### ***Please Note:***

***District administrators reserve the right to cancel the continuation of approved curriculum work or approved work already in progress based on unforeseen issues that might interfere with its development.***

# West De Pere School District On-Going Curriculum Writing Proposal



Department/Grade: \_\_\_\_\_

Contact Person: \_\_\_\_\_

This curriculum writing proposal involves existing/approved curriculum, and includes the development of: (check all that apply)

- Unit Planning & Timelines
- Standards & Benchmarks
- Learning Targets
- Assessment/Rubrics
- Instructional Strategies
- Instructional Resources

Names of Project Team Members:  
\_\_\_\_\_

Work dates: \_\_\_\_\_ Time(s): \_\_\_\_\_  
Options: a) Academic school year (before/after school)  
b) Summer

Number of hours for each teacher: \_\_\_\_\_ Total hours requested: \_\_\_\_\_

Location (list Campus): \_\_\_\_\_ Room #: \_\_\_\_\_

Description of work to be accomplished during this timeline:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:  
\_\_yes \_\_no Building Principal \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_yes \_\_no Director of Curriculum \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Office: Copies to: \_\_\_Teacher Contact \_\_\_Principal \_\_\_ Dir. of Curriculum