

CURRICULUM REVIEW CYCLE FOR THE MELROSE PUBLIC SCHOOLS*

YEAR 1:

- Establish a curriculum review and development team to work with the director of curriculum for the content area/s under review. The team should ideally consist of teachers from as many grade levels as possible, an administrator who has an interest or expertise in the area under review, special education educators, parent representatives, community representatives, and a school committee representative.
- Use research, student assessment data, the MA curriculum frameworks, and teacher/parent data collected through needs assessments surveys, to identify gaps in the K-12 curriculum, instruction, and assessment program for the specific subject under review. Gaps may exist between what we need to learn and what we teach, or between achieving and underachieving student populations.
- Prepare a report, which includes strengths and recommendations to address areas of concern based on the above. Recommendations section should include a realistic timeline. Communicate the report to the school and broader community.

YEAR 2

- Begin to implement the recommendations in the report. This may involve:
 - a) making revisions to existing benchmarks/learning outcomes and curriculum
 - b) designing rubrics and assessments
 - c) planning and initiating professional development
 - d) reviewing new curriculum materials for adoption
 - e) submitting budget requests for curriculum materials to address gaps
 - f) ordering materials and resources to address gaps once the budget has been approved.
- Prepare and communicate a report delineating the activities of YEAR 2 to the school and broader community.

YEAR 3

- Begin to use the products/professional development/ resources/materials developed in YEAR 2 to promote improved student performance in the identified gap areas.
- Prepare and communicate a report delineating the activities of YEAR 3 to the school and broader community.

YEAR 4

- Evaluate results of the efforts related to Years 2&3. Two different questions should be contained in the evaluation:
 - a) Has the implementation of our chosen recommended actions occurred as planned? (Process)
 - b) How are our students performing? (Outcome)
- Prepare evaluation report, including any further recommendations based on the evaluation, and disseminate the report to the school and broader community.

YEAR 5 (only needed if there are recommendations from YEAR 4)

- Put supports in place to initiate recommended actions from YEAR 4. Re-evaluate and communicate results.

CURRICULUM REVIEW CYCLE CHART*

Reminder: For a description of each year's tasks, see the previous page.

<u>Pre K-12</u>	2010-2011	2011-2012	2012-2013	2013-14	2014-2015
STE	3	4	5	1	2
HISTORY AND SOCIAL SCIENCE	1	2	3	4	5
PE AND HEALTH	Prepare for Year 1	1	2	3	4
FINE ARTS AND FOREIGN LANGUAGE	Prepare for Year 1	1	2	3	4
MATH	4	5	1	2	3
ELA	_____	4	5	1	2

*Adapted from the Newton Public Schools