



**Wentzville School District  
Curriculum Development and Revision Manual**

**Goal**

The district curriculum is the blueprint that all teachers use to develop, organize and guide instruction to guarantee that neither disparity nor unnecessary repetition exists in a student's learning sequence. Furthermore, teachers will use the district curriculum documents to ensure student growth, achievement of required graduate outcomes, and fulfillment of the district's mission statement and vision.

**Curriculum Team**

**Purpose**

District curriculum teams will be created for the purpose of identifying desired results, creating district common assessments, identifying suggested instructional methods and resources, and providing professional development according to the backward design model of curriculum development. Stage 1 is facilitated by the Director of Teaching and Learning or the Content Leader and involves evaluating subject area current trends, researching standards, writing/revising and facilitating the implementation of the curriculum. In Stage 2, the Director of Assessment will facilitate, along with the Director of Teaching and Learning or Content Leader, the writing of district student growth assessments and district common assessments that align to the curriculum. Stage 3 is about lesson and instruction planning and is accomplished through level/course collaborations at the teacher/building level and may be done at the district level. In order to best serve students, additional instructional methods and resources can be identified by collaboration teams and individual teachers for classroom use.

The Curriculum Teams will be composed as follows:

#### Elementary Team

The Curriculum Team will be developed under the direction of the Director of Teaching and Learning or Content Leader. Each team will contain at least 3 teachers. Each building will have at least one representative on each of the K-2 and 3-5 teams. A special education teacher will represent the K-2 and 3-5 grade spans if appropriate.

#### Middle School Team/ High School Team

The Curriculum Team will be developed under the direction of the Director of Teaching and Learning or Content Leader. Each team will contain a minimum of one teacher from each middle school or high school that offers the course. Exceptions to this may occur in instances in which the only teacher who teaches the course in a middle school or high school is already serving on another Curriculum Team. A special education teacher will serve on the team if appropriate. A minimum of 2 teachers will serve on a Curriculum Team.

#### Special Area Teams

Special Area Curriculum Teams will be formed under the direction of the Director of Teaching and Learning or Content Leader. Representatives will be identified to represent K-2, 3-5, 6-8, and 9-12 grade-span teams.

#### Team Commitment

Curriculum teams will typically be provided release time throughout the school year to complete Stages 1 and 2 of curriculum development. When work is done during the summer, curriculum team members will receive a stipend.

In order to maintain continuity throughout the 3 stages of a curriculum cycle, members of the curriculum team will commit to serving on a complete cycle. This includes identifying desired results, creating district common assessments, identifying suggested instructional methods and resources, and providing professional development. However, if a teacher no longer teaches the grade level or course, a replacement may be assigned to the team.

## **Curriculum Writing Process**

The Wentzville School District utilizes Understanding By Design (UbD), a backward design approach, for curriculum development. UbD has three stages:

### **Stage 1 - Identify Desired Results**

Throughout Stage 1, curriculum teams work with the Director of Teaching and Learning or Content Leader to determine what students need to know, understand, and be able to do. Curriculum teams work collaboratively to consider district goals, investigate best practices, and examine state and/or national standards.

In the Wentzville School District, we break Stage 1 into two smaller parts:

- Stage 1.1 Research
- Stage 1.2 Development

During Stage 1.1 Research, curriculum teams will:

- Research best practices
- Identify potential courses to be added to or removed from current offerings
- Unpack standards
- Identify potential resources to examine throughout Stage 1.2

Stage 1.2 Development entails the actual development of curricular units for every level/course. In this stage curriculum teams will:

- Develop overarching learning goals and proficiency scales
- Develop curriculum units, including unit specific learning goals and proficiency scales
- Gather feedback

As the curriculum is implemented, curriculum teams will meet as needed to review the implementation of the curriculum, and when necessary for student learning and success, make minor revisions.

## Stage 2: Determine Acceptable Evidence

Throughout Stage 2, we determine how we will know if students have achieved the desired results identified in Stage 1. Using the overarching and unit specific learning goals and proficiency scales, curriculum teams will develop assessments appropriate for the level/course. Stage 2 may include the development of:

- Common unit assessments
- Student growth assessments
- Performance tasks
- Preassessments
- Report card indicators
- Common grading practices

## Stage 3: Plan learning experiences and instruction

Stage 3 is about lesson and instruction planning. While most of this is done through level/course collaborations at the teacher/building level, some Stage 3 focused work may be done at the district level.

## Curriculum Review Committee

The purpose of the Curriculum Review Committee is to review draft course proposals, district curriculum, and materials prior to submitting them to the Board of Education. The committee will meet a minimum of twice a year.

The committee will be composed of parents, teachers, high school students, administrators, a Technology representative, Content Leaders, the Director of Teaching and Learning, and the Assistant Superintendent of Curriculum, Instruction, and Assessment. A member of the Board of Education will be invited to participate in the Curriculum Review Committee.

The committee will consist of 27 members.

- 9 parents-1 elementary, 1 middle, 1 high school parent from each feeder pattern
- 1 k-2 teacher
- 1 3-5 teacher
- 1 6-8 teacher
- 1 9-12 teacher
- 3 high school students - one from each high school
- 1 Technology representative
- 1 Special Area teacher
- 3 Building Administrators-1 elementary, 1 middle, and 1 high school
- 4 Content Leaders
- Director of Teaching and Learning
- Assistant Superintendent of Curriculum, Instruction, and Assessment

### Board Approval

Upon completion of Stage 1, new or rewritten curriculum units are submitted to the Curriculum Review Committee for comment. The curriculum is then presented to the Board of Education for approval prior to implementation by the district. In addition, the Board must approve all new course offerings.

### Distribution of the Curriculum

Curriculum units will be developed using Google Drive. District teachers and administrators will be able to access curriculum items through content specific Google sites linked directly to the WSD Curriculum Moodle. Locating and accessing curriculum will be part of Stage 3 professional development.

Once the curriculum units are Board approved, they will be available as PDF's for public access on the district website.