

CURRICULUM DEVELOPMENT, EVALUATION AND REVISION PROCEDURE (INS-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of the development, evaluation and revision of a district wide curriculum for use in Clarksville-Montgomery County School System (CMCSS).

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

2.0 RESPONSIBILITY:

- 2.1 Curriculum Consulting Teachers

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Curriculum and Instruction

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Curriculum Project Teams: Teams of teachers that develop or revise curriculum and/or benchmark assessments.
- 4.3 Curriculum Navigator: The website where the curriculum standards, scope and sequence, pacing guide and other resources are posted (<http://projects.cmcoss.net>)

5.0 PROCEDURE:

- 5.1 Evaluate the current K-12 curriculum standards in light of student achievement data, state curriculum changes and other needs of the district (www.state.tn.us/education and TCA 49-6-1000).
- 5.2 Establish Curriculum Project Teams of representative teachers from the district to write, revise, edit and review curriculum, scope and sequence, pacing guides and benchmark assessments.
- 5.3 Review curriculum and benchmark issues submitted by teachers to Curriculum Consulting Teachers with the teams.
- 5.4 Identify curriculum/benchmark areas for revision or development and make appropriate revisions or develop new curriculum.
- 5.5 Post completed curriculum on the web to Curriculum Navigator within a timely manner.
 - 5.5.1 Implement the next academic year.
 - 5.5.2 Review for success by the Curriculum Consulting Team takes place in the spring.
- 5.6 Communicate with teachers and administrators about new curriculum or revision to existing curriculum by email and through staff development.
- 5.7 Solicit feedback from users via survey, email or questionnaires.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 CMCSS Web page projects.cmcss.net
- 6.2 TN State Department of Education Standards <http://www.tennessee.gov/education/ci/>
- 6.3 Curriculum Scope and Sequence Writing ([CUR-F001](#))
- 6.4 Curriculum Writing Notes ([CUR-F002](#))
- 6.5 Curriculum Scope and Sequence Revision ([CUR-F003](#))
- 6.6 Curriculum Revision notes ([CUR-F004](#))
- 6.7 Benchmark Writing Agenda ([CUR-F005](#))
- 6.8 Confidentiality Form—Benchmark Item Review ([CUR-F006](#))
- 6.9 Benchmark Writing notes ([CUR-F007](#))
- 6.10 Benchmark Revision Agenda ([CUR-F008](#))
- 6.11 Benchmark Revision Notes ([CUR-F009](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
K-12 Curriculum Meeting Records	Instruction Department	Current plus two years	Discard as Desired	Secured Office/ Building
Benchmark Assessments				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
8/08/06	A	Procedure clarified, records added, flowchart updated.
4/15/09	B	Removed obsolete forms.
4/29/09	C	In 5.5 change within ten days to a within a timely manner.

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

***** End of procedure *****

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