

CURRICULUM REVIEW PROCESS

1. Publish notice of curriculum and program reviews in parent bulletins/local papers to solicit community input and patron participation
2. Establish curriculum or program review committee
3. Review tasks and projected timelines with committee
4. Discuss plans with PTO and Site Councils and solicit input
5. Solicit staff input and gather student performance and program data
6. Review state and national standards, current research, and “best practices” for curriculum or program area
7. Develop guiding beliefs and program goals
8. Submit guiding beliefs and program goals for School Board review
9. Develop instructional materials selection criteria
10. Contact publishers and request sample materials
11. Visit and/or gather information about exemplary programs
12. Review available programs and materials
13. Select textbooks and materials
14. Submit materials to Instructional Materials Committee (IMC) for approval
15. Make program recommendations to superintendent for School Board approval
16. Write curriculum and student learning objectives
17. Develop implementation and professional development plans
18. Order textbooks and materials

19. Begin curriculum or program implementation
20. Monitor implementation and professional development activities and make necessary modifications