



Curriculum Writing Request Form and Overview

Curriculum Writing Request Form

Name	
School	
Course	
Grade Level	
Are you developing a new course or rewriting an existing course? Explain.	
Hours Requested	
Extra Duty Pay • Current Teacher Contract Rate is \$40 Per Hour.	
Total Amount Requested	

To be paid for curriculum writing funds, the building principal must sign off as approving the writing time.

Principal Signature _____

Extra Pay Voucher

In order to be paid, each staff member must fill out the Extra Pay Voucher (signed by you and the building principal) and submit it to human resources after you have completed your curriculum writing.

- The [Extra Pay Voucher](#) can be found under Human Resources on the district website.

Curriculum Writing Overview and Expectations

Curriculum Writing Policy:

- **Contract Language** -- Curriculum writing is allowed for work connected with the graduation standards or other curriculum work not directly associated with the normal curriculum preparation expected as part of the teacher's regular assignment, including homebound instruction.
- **Existing Course** -- Teachers may apply for up to 10 hours of curriculum writing time to specifically revamp or update current courses (including updating new standards). *This includes existing courses that may be new to the teacher but not new to the district.*
- **New Course** -- Teachers may apply for up to 20 hours of curriculum writing to establish the curriculum for courses that are new to the district.
- **Cost** -- Curriculum writing expenses will come out of a staff development reserved account (*Not Building Staff Development Budgets*).

Curriculum Writing Overview:

Curriculum writing will follow the basic principles of *Understanding by Design*.

1. Identify Desired Results: What do you want students to know and be able to do?
 - Determine the standards and clarify the **priority standards** for the course.
 - Develop the **Learning Targets** aligned to the priority standards.
2. Determine Acceptable Evidence: What evidence is needed to show mastery of the standards?
 - Develop Innovative and High Impact **Summative Assessments** tied to the learning targets.
 - Develop **proficiency scales** tied to the priority standards.
3. Plan Learning Experiences and Instruction: How will we support learning as they come to understand content?
 - Develop appropriate **lessons and activities** to help students transfer their learning and **show mastery on summative assessments and beyond**.
4. Course Snapshot: Create an all encompassing Course Snapshot for each course taught.
 - Save in the Shared Google Drive titled District Curriculum.
 - Post on the website (send to Director of Communications)

Curriculum Writing Requirements:

When working to develop or rewrite curriculum, teachers should focus on step 1 of the *Understanding by Design* process.

Approved Curriculum Writing Should Include:

- General Overview of the Course
- The Standards and Priority Standards of the Course
- Learning Targets tied to the Priority Standards

CURRICULUM WRITING EXAMPLE

Once these requirements are met, teachers can then dive into developing innovative summative assessments coinciding with lesson planning.

- *Note -- daily lesson planning should be based on what students need and is subject to change year-to-year.*