
New Curriculum Procedure (CUR-P006)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Curriculum and Instruction Department develops and disseminates new curriculum in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Associate Superintendent of Teaching and Learning

4.0 DEFINITIONS:

- 4.1 Curriculum – Curriculum guides are an outline of the expectations of the school district for the content to be covered in a unit or course.
- 4.2 Subject Area Coordinator – Teacher Leaders that provide direction and support to individual departments such as but not limited to Math, Science, Social Studies.

5.0 PROCEDURE: -

- 5.1 The Associate Superintendent directs the Subject Area Coordinators to update the 5 year inventory of curriculum in the Milford Public School District.
- 5.2 Subject Area Coordinator identifies curriculum for replacement at each of the 5 upcoming years.
- 5.3 Subject Area Coordinator submits inventory and replacement cycle for curriculum to the Supervisor of Curriculum and Reading and the Associate Superintendent of Teaching and Learning for review, discussion and revision.
- 5.3.1 Associate Superintendent has the authority to override Subject Area Coordinator's recommendation.
- 5.4 Subject Area Coordinators bring approved curriculum inventory and replacement cycle to department faculty for discussion of proposed revisions.
- 5.4.1 Recommended changes are submitted to the Associate Superintendent.
- 5.5 Associate Superintendent assesses recommendation and makes appropriate changes.
- 5.6 Curriculum inventory is shared with the Board of Education for input and feedback.
- 5.6.1 Associate Superintendent makes revisions based on Board feedback.
- 5.7 Stipends for staff to make curriculum revisions for the following year are included in the proposed school year budget.
- 5.7.1 The Associate Superintendent budgets for the stipends for staff to revise curriculum.
- 5.8 As the budget is revised by the Superintendent and Board, the Associate Superintendent revises the number of curriculum stipends.

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- 5.9 After the board adopts the proposed budget, the Associate Superintendent notifies the Subject Area Coordinators of which curriculum guides are to be replaced in the following year.
- 5.10 Subject Area Coordinators organize faculty committees to write new curriculum guides.
 - 5.10.1 Associate Superintendent sends letter to faculty identifying all summer curriculum work and requesting volunteers to participate.
 - 5.10.2 Associate Superintendent and Subject Area Coordinators select staff to do curriculum work.
 - 5.10.3 Associate Superintendent notifies staff selected for summer work.
- 5.11 Faculty committees review previous student performance in subject area to determine traditional student weaknesses. Faculty develops criteria for developing new curriculum based on student needs, state standards, and district priorities.
- 5.12 Faculty committee writes new curriculum and submits to Secretary to Special Subject Coordinators.
 - 5.12.1 Secretary stores first draft electronically.
- 5.13 For grades 7 through 12, the entire faculty in that department in the district then reviews, and amends-if necessary- the proposed new curriculum.
 - 5.13.1 Secretary will update and store the Post Faculty review electronically.
- 5.14 Associate Superintendent reviews faculty draft of curriculum guide and either approves suggested revisions or rejects recommendation.
 - 5.14.1 If approved, the Secretary will store the information electronically and the curriculum is forwarded to the superintendent for approval and adoption.
 - 5.14.2 If approved by the Superintendent, the curriculum is forward back to the Secretary for electronic filing.
 - 5.14.3 If recommendation is not accepted, Associate Superintendent meets with the faculty committee to discuss concerns and other options.
- 5.15 Faculty committee may resubmit another draft of the curriculum guide.
- 5.16 Once the Superintendent approves the curriculum guide, the Associate Superintendent or assigned designee distributes the curriculum to all appropriate faculty and posts the document on the district web site.
- 5.17 After the curriculum guide is used for one teaching cycle, the Subject Area Coordinator and faculty meet to make minor revisions to the curriculum guide.
- 5.18 Revisions to the guide are submitted to the Associate Superintendent for approval.
 - 5.18.1 If approved, the guide is distributed and posted on the website.
 - 5.18.2 If the revisions are not approved the guide is returned to the faculty with specific feedback for additional revisions.

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5.19 Date(s) approved by the Faculty and the Associate Superintendent and adoption date(s) are maintained in the Curriculum Inventory Database and Work Product Log.

6.0 D DOCUMENTS:

6.1 State Curriculum Standards – Connecticut Common Core of Learning

6.2 Work Product Log

6.3 Curriculum

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Curriculum Guide	C & I Files	5 years	Discard as Desired	Locked Office
Curriculum Inventory Report	Electronic	N/A	N/A	Electronic
Work Product Log/Data files	Electronic	Two years	N/A	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/20/2003	B	Add 5.19 and Add to 7.0 – Curriculum Inventory Report
11/20/2003	C	Add flow chart. 5.4 replace an with of. 5.8 – Add word “by”. 5.9 – Spelling error: Superintendent. 5.14.2 take out words “review evaluate”.
10/03/2006	D	Change/add language to procedure in 5.12, 5.12.1, 5.13.1, 5.14.1, 5.14.2 and 5.19 and change title of Associate Superintendent to Associate Superintendent of Teaching and Learning.

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