**Developing a Local High-Quality Curriculum**

**Phase 1: Prepare for the Process**

 **Participant Handout**

**Phase 1 Learning Goal:** We are learning about key decisions district leaders should consider in preparation for supporting the work of the curriculum process at the local level.

**Phase 1: Prepare for the Process**

* Step 1: Establish a Curriculum Review Cycle
* Step 2: Develop a Timeline
* Step 3: Determine the Budget
* Step 4: Create a Curriculum Development Team

**Phase 1 Self-Assessment**: Use the columns below to brainstorm what you might already know and need to know about the learning goal. Hold these lists in mind as the module unfolds to track important new things to add to the “Know” list and things from your preliminary “Need to Know” that may have been addressed. The module will ask you to revisit these lists to help assess progress at the end.

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| **Know** |  **Need to Know** |
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| How would you rate your overall level of understanding of the learning goal prior to engaging with the professional learning module? Very low 1 2 3 4 5 Very High  |

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| **Success Criterion # 1: Differentiate the role of standards, curriculum and instructional resources.**  |

**MCF Introduction:** What is the role of standards, curriculum and instructional resources as defined by Kentucky law?

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| **Component** | **My Current Understanding**  | **Based on KY Law** |
| **Standards**  |  |  |
| **Curriculum** |  |  |
| **Instructional Resources** |  |  |

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| **Success Criterion # 2: Identify key actions and products of Phase 1 of the Curriculum Development Process (CDP).** |

**Phase 1: Prepare for the Process**

As you read Phase 1 of the CDP, focus on the key actions and end products of each step.

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| **Phase 1 Steps** | **Key Actions and Products**  |
| **Step 1: Establish a Curriculum Review Cycle** |  |
| **Step 2: Develop a Timeline** |  |
| **Step 3: Determine the Budget** |  |
| **Step 4: Create a Curriculum Development Team**  |  |

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| **Success Criterion # 3: Access resources to support Phase 1 of the CDP.** |

**Phase 1 Tools & Resources:** As you explore the resources for Phase 1, focus on the following information:

* Which tools and resources may be most beneficial to supporting the work of that phase?
* What tools and/or resources may still be needed to support the work of that phase?

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| **Phase 1 Steps**  | **Most Useful Tools/Resources** | **Tools/Resources Still Needed** |
| **Step 1: Establish a Curriculum Review Cycle** |  |  |
| **Step 2: Develop a Timeline** |  |  |
| **Step 3: Determine the Budget** |  |  |
| **Step 4: Create a Curriculum Development Team** |  |  |

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| **Success Criterion # 4: Develop an action plan for implementation Phase 1.** |

**Module 1 Reflection (A):** Based on your learning, please respond to the questions below.

* Review items on your “Know” list. Update as needed. Of all you now understand about Phase 1, which item seems most important?
* Review your “Need to Know” list. Update as needed. Which item seems most important to address?
* Record both items in the space provided below.

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| **Most Important “Know” Item** | **Most Important “Need To Know” Item** |
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**Module 1 Reflection (B):** Use the scale below to reassess your overall level of understanding after engaging the module.

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| After engaging this learning experience, how would you rate your overall level of understanding of Phase 1? Very low 1 2 3 4 5 Very High  |

**Phase 1 Action Plan:** Based on your learning from the module and the Phase 1 self-assessment tool, identify next steps for implementing Phase 1 in your district.

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| **Phase 1 Action Plan: Possible Next Step** | **Tentative Completion Date** | **Supporting Resources** | **Person(s) Responsible**  | **Support Needed** |
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