



MANITOWOC PUBLIC SCHOOL DISTRICT CURRICULUM WRITING GUIDELINES

Consideration of curriculum writing proposals is ongoing. Please observe the following guidelines when filling out the attached application form:

- An application form must be completed in order for a project to be approved.
- All projects need to be completed outside of the school day.
- Aim for a team of **two to four people**. A team that is too large limits time for important dialogue and can be inefficient. (An exception can be made, especially for projects that span grade levels or content areas.) Also, consider the various roles of your team as you develop your proposal. For instance, it may be more effective for one individual to produce draft documents (for which he/she is allotted more hours for producing) while the rest of the team's role is to provide reflective feedback for revision.
- Each proposal must specify a completion date. Timesheets must be submitted promptly following the completion of the project **during the fiscal year in which they were completed**—no later than June 30—NO EXCEPTIONS will be made.
- Once a project proposal has been signed by the building principal and/or coordinator, it should be submitted to Debby Shimanek or Joanne Metzen for approval at least three weeks prior to the proposed beginning date of the project. **Proposals for summer curriculum writing should be submitted by May 30.**
- Proposals must be reviewed and signed by the department head, if applicable. Elementary math or elementary ELA proposals must be reviewed and signed by the math or reading specialist.
- Staff members will be notified of the acceptance or rejection of their proposals. Once a proposal is accepted, no changes should be made after that date. This includes names, number of hours requested and changes in dates or times.
- The scope of the project will be considered in the allocation of curriculum hours. Priority will be given to projects that will be shared with, and beneficial to, an entire grade level or department.
- While all will be considered, priority will be given to proposals that support high quality intellectual work and address the key questions included on the proposal form.
- **Curriculum projects need to be stored as electronic documents (ex. Google docs).**
- If the request is for unit development, the rationale should explain why this particular unit is needed and how it fits into the overall course/grade level curriculum including a reference to the learning targets (e.g., enduring understandings) to be addressed.

Other factors to consider when submitting a proposal:

- ✓ Demonstrates effective differentiation strategies.
- ✓ Results in the development of assessments aligned with state standards that support instruction and that monitor student progress over time.
- ✓ Involves special education teachers in collaboration with regular education teachers.
- ✓ Requests **20 hours or less for each participant** (allowing the district to give more opportunities to more staff).
- ✓ Addresses achievement gaps identified by data.

KEY QUESTIONS FOR CURRICULUM *Writing*

1. To what extent will students be involved in construction of knowledge?

- To what extent will students engage in manipulation of information and ideas?
- To what extent will students synthesize, generalize, explain, hypothesize, or arrive at conclusions?
- To what extent will students produce new meaning and understandings?
- Will the lessons require students to consider alternatives?
- Will the lessons require students to engage in higher order thinking?

2. To what extent will students engage in disciplined inquiry?

- Will the instruction address ideas that are central to a topic or discipline?
- Will the instruction require students to explore this topic with enough thoroughness to discover connections and relationships within the discipline, and with other disciplines?
- Will the instruction provide opportunities for students to produce relatively complex understandings?
- Will the unit require students to use a method of inquiry, research, or communication that is characteristic of an academic or professional discipline?
- Will the lessons require students to engage in substantive conversation on the topic?
- Will the lesson require students to engage in elaborated written communication of the topic?
- Will the instruction require students to develop deep knowledge of a topic?

3. To what extent will students make connections beyond the classroom?

- Will students make connections between the understandings they will construct as a product of the lesson/unit and either a public problem or personal experience?
- Will the lessons require students to communicate their knowledge, product, or performance to an audience beyond the classroom?
- Will the lessons require students to communicate to an audience beyond the classroom and to expect some kind of response from that audience?





Curriculum Writing Proposal
Manitowoc Public School District

Project Number _____

Batch Number _____

Hourly wage effective June 9, 2014: \$17.50

Names	School	Dept./ Gr. Level	Regular / Special Ed	Location	Dates*	Hours Requested

Total Hours _____

Completion Date: _____

Fiscal Year: _____

(include year)

(Fiscal year runs July 1st thru June 30th)

1. Description of proposed project (Use reverse side for additional space.):

2. Rationale -- Specify data demonstrating the need for the project and describe how it will improve student learning, using the Key Questions for Curriculum Writing as a guide.

3. Describe the tangible curriculum products that will be produced:

4. Describe how the project will be shared within your department or grade level:

5. Who from your team will send the completed project (as a Google doc) to Elementary & Secondary Education Director?

Please return the completed proposal to Debby Shimanek or Joanne Metzen at least three weeks prior to the proposed project date.

Proposal Project Member Signature

Date

Department Head / Specialist Signature

Date

Building Principal Signature

Date

Elementary & Secondary Education and/or Pupil Services Director Signature

Date

*Timesheets can't be carried over to the next fiscal year. Projects proposed to be completed by June 30th each fiscal year must be submitted to Tiffany Gates by June 30th of that year in order to be paid.