

ACC 8 Year Phase Cycle

Phase I & Phase II - Curriculum Development (2 years, 18 PD hours)

Phases I and II work together to establish the big picture of the course and to organize the standards into units of study with identified knowledge and skills. Course Essential Questions should be developed after the standards for the course have been unpacked.

The Course Essential Questions (Phase 1) are the big, open ended questions which represent the learning for the entire course. These are questions that will have long lasting impacts with students; answers to the questions should evolve as students progress thorough the class and gain deeper understanding of the subject matter.

Phase II represents the individual units of study which support the understanding of the Course Essential Questions. Each unit will have unit Essential Questions (the big questions of the specific unit), Essential Understandings (the big ideas of the unit), standards for the unit, specific Knowledge with academic vocabulary for the unit, and specific Skills identified.

An Estimated Materials Cost template is submitted with the completed Phase I/II

Phase III – Purchasing (1 year, 12 PD hours)

Phase III includes a narrative detailing the materials reviewed, specific and descriptive details of the requested materials and a rational for the selected materials. Additional information supporting the purchase may be included.

The Phase III purchase template is completed along with a detailed list of each requested item including pricing information. All requested materials are presented in a tiered order of priority. A textbook evaluation form must be completed if a textbook is to be included in the purchase. If the purchase is to include technology then a technology evaluation must also be included with the report.

Phase IV – Progress Update (2 years, 18 PD hours)

Phase IV and Phase V work together over a four year period of time. The Phase IV template is to be submitted at the end of year two of the four years provided to work on the Unit Map (Phase V). The Progress Update is to be completed in order to document the work accomplished thus far on the Unit Map, noting any curriculum adjustments and detailing the work that will be finished within the two remaining years of work

Phase V – Unit Map (4 years total; 2 years Phase IV & 2 years to complete remaining work on Phase V, 18 PD hours)

Phase V is to be completed over a four year period of time, a Progress Update on work is submitted at the end of year two (Phase IV). During the four year period teachers are to develop a complete Unit Map for each unit of study. The map is to include the following components:

1. Outline of topics/lessons
2. Identification of standard(s) tied to topic/lesson (code only)
3. Unit Essential Question tied to topic/lesson
4. Academic Vocabulary included in the topic/lesson
5. Menu of activities for each topic/lesson
6. Assessments: Interim, and Summative

The four years is a collaboration opportunity for the development of rubrics, anchors, exemplars as well as providing flexibility for groups to work Unit Maps for each unit in any order, focusing on areas of need first.

All work is saved and shared electronically.

Phase VI – Course Audit (1 year, 6 PD hours)

Phase VI is a reflection which includes careful consideration of curriculum adjustments and needs based on data. The phase template is to be completed and will assist with developing a plan of action for the next cycle of curriculum work.

Davison Community Schools
ADVISORY CURRICULUM COUNCIL
Phase II, date

<i>Course Name</i>	
Phase I: Course Essential Questions	
Phase II Curriculum	
Unit:	
Essential Questions:	Essential Understanding:
Curriculum Standards- DOK noted where applicable with Standards	
LEARNING TARGETS	
Knowledge/Content I Know ... (includes academic vocabulary)	Skills/Processes I Can ...

Phase II portion completed for each unit of study
 Estimated Budget submitted with Phase I/II

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ADVISORY CURRICULUM COUNCIL
ESTIMATED MATERIALS COST

Subject Area _____ Grade (s) _____

Contact Person _____ Date Submitted _____

Estimated costs and quantities of related materials

1. TEXTBOOK

A. Number of students in program		_____
B. Number of texts needed		_____
C. Cost per text \$ _____	Subtotal:	\$ _____
	Shipping Cost:	\$ _____
	Total TEXTBOOK Cost	\$ _____

2. TEXTBOOK/TEACHER-RELATED MATERIALS

A. Supplements		\$ _____
B. Teacher Materials (TEs, etc.)		\$ _____
	Subtotal:	\$ _____
	Shipping Cost:	\$ _____
	Total RELATED MATERIALS Cost	\$ _____

3. CURRICULUM SUPPORT MATERIALS

A. Software/Subscriptions		\$ _____
B. Special Education Materials (Curriculum support materials needed for special ed students)		\$ _____
C. Media Center Materials		\$ _____
D. Classroom Support Materials		\$ _____
E. Classroom Technology		\$ _____
	Subtotal:	\$ _____
	Shipping Cost:	\$ _____
	Total CURRICULUM SUPPORT MATERIALS	\$ _____

TOTAL \$ _____

This page needs to be submitted to the ACC in order to 1) notify ACC that your committee will be requesting authorization to conduct a textbook study in the coming year and, 2) to provide ACC with an estimated cost of the new materials so proper budgeting can be done.

Davison Community Schools
ADVISORY CURRICULUM COUNCIL

Phase III Due: March 1

Subject Area _____ Grade (s) _____

Contact Person _____ Date Submitted _____

Costs and quantities of related materials must be identified.

1. TEXTBOOK

- A. Recommended text _____
 (Please include a textbook evaluation form)
 - B. Number of students in program _____
 - C. Number of texts needed _____
 - D. Cost per text \$ _____
- | | |
|-----------------------------------|-----------------|
| Subtotal | \$ _____ |
| Shipping Cost | \$ _____ |
| Total <u>TEXTBOOK</u> Cost | \$ _____ |

2. TEXTBOOK/TEACHER-RELATED MATERIALS

- A. Supplements \$ _____
 - B. Teacher Materials (TEs, etc.) \$ _____
- | | |
|--|-----------------|
| Subtotal | \$ _____ |
| Shipping Cost | \$ _____ |
| Total <u>RELATED MATERIALS</u> Cost | \$ _____ |

3. CURRICULUM SUPPORT MATERIALS

- A. Software/Subscriptions \$ _____
 - B. Special Education Materials \$ _____
 (Curriculum support materials needed for special ed students)
 - C. Media Center Materials \$ _____
 - D. Classroom Support Materials \$ _____
 - E. Classroom Technology \$ _____
- | | |
|--|-----------------|
| Subtotal | \$ _____ |
| Shipping Cost | \$ _____ |
| Total <u>CURRICULUM SUPPORT MATERIALS</u> | \$ _____ |

TOTAL \$ _____

NOTE: Every effort will be made to provide the materials selected for delivery of your curriculum. Be advised that approval of this report provides for the purchase of the specific materials listed only. In the event that proposed materials are unavailable or deemed unacceptable by the teacher, the amount of money may not be used to purchase alternate materials unless approved by A.C.C.

**Davison Community Schools
Textbook/Materials Report**

Title:		Publisher:			
Author:	Copyright:	Edition:			
Evaluation Date:	Course Name:				
Area	1	2	3	4	Comments
Organization & Construction	Poor	Average	Good	Excellent	
The textbook is clearly organized					
Table of contents and index are clear and expansive					
Print size appropriate for grade level					
Format is visually appealing and interesting					
Book is durable/quality construction					
Content/Curriculum/Connections					
Content information is accurate and unbiased					
Provides up-to-date information					
Content is aligned to district curriculum					
Content offerings provide depth to individual topics					
Content offerings provide breadth across the curriculum					
Content emphasize complex, higher level thinking skills					
Content includes application of skills and concepts at grade level					
Content integrates other subject areas and/or suggestions for integration					
Graphics are clear and accurate and engaging					
Graphic materials are sufficient in number and appropriate for instruction					
Content is age appropriate and sensitive to the developmental level of the target audience					
Material is appropriate for the reading and maturity level of the intended students					
Text encourages social and cultural appreciation					
Images represent individuals from multiple cultural backgrounds					

Supplements/Resources								
Adequate amount of reference resources available								
Electronic and interactive format available								
Online and technical support available								
Teacher resources available								
Resources flexible and adaptable to a variety of student needs								
Material reflects a variety of ways to differentiate instruction and model content to support all learners								
Materials provided to support reinforcement and enrichment activities								
Materials provide resources for students with disabilities and English Language Learners								

Overall strengths of this title:

Overall weaknesses of this title:

Grade level readability: _____

Recommendation: Accept: _____ Reject: _____

Signature of Contact Person: _____

**Davison Community Schools
ADVISORY CURRICULUM COUNCIL
Phase III Technology Evaluation**

Date

Describe the technology the group is interested in purchasing:
Explain how the requested technology will support the curriculum. (Be specific and include bullet point examples)
Did the group compare other similar technologies? What were the findings?
What are the strengths and weaknesses of this technology? (Be specific and include bullet point examples)
<u>Strengths:</u>
<u>Weaknesses:</u>
How often is it anticipated students will use this technology?
Is the requested technology sustainable? Are there hidden legacy costs?
Are there any PD costs associated with the requested technology? If so what and what is included in the training?

Davison Community Schools
ADVISORY CURRICULUM COUNCIL
Phase IV, Progress Update
date

Course Name
Work Completed
<i>Include a list/description of the work that has been completed for each unit of study</i>
Work to be Completed
<i>Include a list/description of the work to be completed</i>
Curriculum Adjustments
<i>Detail any curriculum adjustments that have been made to the Phase I/II document</i>
Additional Needs:
<i>Document any additional needs or curriculum supports (materials, training, etc...)</i>
Feedback Requests or Clarifying Questions
<i>Indicate if any documents have been submitted for feedback from ACC and/or any clarifying questions to ACC.</i>

Phase V Unit Map

A Unit Map is to be created for each unit of study which includes the components listed below. The format of the Unit Map is determined by the teacher/group.

Required Components of a Unit Map:

1. Outline of topics/lessons for the unit with an approximate timeframe for completion:
 - provides sequential list of topic/lessons, by name, for each unit
2. Identification of standard(s) tied to topics/lesson (code only)
3. Unit Essential Questions
 - Optional to list if questions tie to all topics/lessons or to individual topics/lessons
4. Academic Vocabulary included in the topic/lesson (vocabulary from Phase I/II)
5. Menu of activities for each topic/lesson:
All activities are expected to meet the DOK of the standard and reflect a variety of learning styles
 - List of activities
 - Teachers choose which activities best meet the needs of their students
6. Assessments:
Teachers are expected to use a Balanced Assessment System which includes formative, interim and summative assessments
 - Agreed upon Interim assessments and Common Summative assessments should be identified in the sequence of lessons and/or end of unit

Davison Community Schools
ADVISORY CURRICULUM COUNCIL
Phase VI, Course Audit
date

Course Name
Student Data
<i>Include a summary of student data related to the course, include data source</i>
Summary of Student Data
<i>Include a summary of the strengths and weaknesses of the course based on student data</i>
Curriculum Adjustments
<i>Detail any curriculum adjustments to be made</i>
Additional Needs:
<i>Document any additional needs or curriculum supports (materials, training, etc...)</i>