**How to Use the Scorecard**

We have designed this scorecard so that it can be customized to the context and conditions of your school district and campaign. Completing the entire document will give you the most comprehensive analysis of how culturally responsive your curriculum is. If you don't have the time or capacity to do that, you can complete an individual section and get a more limited assessment. We designed this specifically with K through eighth grade English Language Arts curricula in mind, but feel free to try it with other grades and subjects as well. If your school doesn't have a set curriculum, you can also use this tool to assess the diversity of the school or classroom library.

**The Seven Steps To Complete Your Curriculum Scorecard**

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| 1 | Get your child’s/school’s curriculum.  
Go to your teacher, principal, or district office, and ask to see your child’s or school’s English Language Arts curriculum. In many districts, there is a Parent Bill of Rights that gives parents the right to access their child’s curriculum. If the school is using a commercial curriculum, ask for a copy or the name and publisher so you can look it up online. (If you need to purchase it, NYU Metro Center can help). If the school is using a homemade curriculum, ask for a copy, or at least a sample of a few months of lesson materials. If they refuse to give you the curriculum, take your request to a higher level in the district, or discuss with your team to decide next steps. |
| 2 | Select your curriculum evaluation team.  
The curriculum scorecard will work best if you have a team of at least 3 people with diverse identities (racial, gender, age, sexuality, class, national origin) and roles (parent, student, teacher, administrator, community member) who work together to evaluate the curriculum. These people do not have to be education professionals or have prior experience with evaluation. The more people, the better! |
|   | Choose the grades, units, and lessons to analyze.  
|---|---  
|   | Curricula can be thousands of pages, so you will need to select one or a few grades, units, and lessons to focus on (a sample of the larger curricula). The units you choose should not focus specifically on diversity and multiculturalism; they should be typical units. If you are able to cover more than one grade, select at least one lower and one upper grade.  
|   |   |  
|   | Pull out keywords that represent each statement that the evaluation team can look for.  
|   | Once you have your curriculum and the scorecard in hand, review the statements for the scorecard you will begin with (Representation, Social Justice or Teachers Materials). Make sure the team understands each statement, and refer to the Glossary and Explanations with any questions. Chart key words, ideas and qualities from the statements that you will be looking for as you read the curriculum. This will help ensure that as you read, you are focused on the information you'll need in order to effectively score.  
|   |   |  
|   | Conduct the evaluation.  
|   | The scorecard asks for your level of satisfaction with the curriculum on various measures. There is no right answer; this is just your opinion as someone who cares about culturally responsive education. As you answer each statement, use the Scoring Guidelines to help you decide your ratings.  
|   |   |  
|   | Score the evaluation.  
|   | Tally your score for each section of the scorecard. A curriculum may excel in one area and fall short in another, and it is important to record those differences.  
|   | You should come out with one score for each of the following sections:  
|   | + Character Tally  
|   | + Author Tally  
|   | + Representation  
|   | + Social Justice  
|   | + Teachers Materials
Discuss with your team.
Discuss the process with your team: Did anything new come up? What was easy and what was hard? Did some items seem more important than others? This is also an opportunity to strategize about next steps: Do you think this evaluation provides an accurate picture of the curriculum? Does additional information need to be collected? Is there anyone you want to meet with to discuss the results?

Share the results.
Let other people know how culturally responsive your curriculum is! Please share the results of your scorecard through this link.