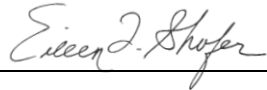


Standard Operating Procedure

Subject: Providing quality instruction through curriculum development and revision	Effective Date: September 25, 2019	Page: 1 of 1
Department: Academic Services/Special Programs	Approved by: Eileen F. Shafer, M.Ed. Superintendent of Schools	Signature: 

I. Purpose:

To establish District guidelines for developing and revising district curricula and assessments in all core subject areas. The guidelines will apply to grade levels Pre-K-12.

II. Authority:

Superintendent of Schools

III. Terms and Conditions:

- a. The District has and will continue to have in place a process for ongoing review of district curricula based on (1) student performance data; (2) monitoring process inclusive of observations, classroom visitations and learning walks to assess the quality of implementation in all grade levels and, (3) a system of continual feedback.
- b. In accordance with *6a: 13-2.1*, the Standards Based Instructional Priorities, all board approved curricula contain the following components: a pacing guide, a curriculum guide with integration of 21st Century skills including educational technology and career ready practices, list of instructional materials and varying levels of text in each grade level, interdisciplinary connections, appropriate modifications for Special Education students and English Language Learners. The District has and will continue to have curriculum that clearly specifies the content to be mastered and is aligned with the most current New Jersey State Standards. The District has and will continue to have in place unit assessments and optional SGO assessments for all tested subject areas.

IV. Procedures:

- a. Feedback from teachers and/or principals/supervisors/families regarding pacing, resources, and assessments will be collected and discussed by members of the corresponding department.
- b. Based on teacher and/or principals/supervisors/families feedback, pacing of student learning objectives will be reviewed and revisions will be made accordingly. Those revisions will be updated in the district pacing guides, curriculum guides and unit assessments.
 1. Resources and tasks will be reexamined for each student learning objective with a focus on alignment to the most current New Jersey State Standards and pacing guides. Resources may be revised or additional resources may be added.
 2. Curriculum guides will be reviewed and changes in grammar, punctuation, or formatting may be made.
 3. Resources and tasks will be reexamined for each student learning objective with a focus on alignment to the most current New Jersey State Standards and pacing guides. Resources may be revised or additional resources may be added.
- c. Any additional components to the curriculum guide will be created, added to the district template, and shared with all curriculum developers.
- d. Curriculum guides will be reviewed and changes in grammar, punctuation, or formatting may be made.
- e. Unit assessments and SGO assessments will be completed and all answer keys will be checked for accuracy.
- f. Questions from the unit assessments and SGO assessments will be analyzed annually for alignment to student learning objectives, the most current New Jersey State Standards, district pacing guides, and changes for grammar, punctuation or formatting. Revisions will be made as needed.
- g. The 5-year Curriculum plan will be revised accordingly.

V. Dissemination:

District Cabinet members, all Building Principals, Supervisory and Administrative employees, content teachers of the Paterson Public School District, and district website.