

Township of Union Public Schools

Curriculum Program Adoption Procedures

est. 5/2021

The Township of Union Schools values the implementation of curriculum programs and the adoption of resources that represent high-quality and forward-thinking educational pedagogy. The below procedures allow for the thorough consideration and review of all proposed resources, including resources that are being considered for re-adoption at the end of a current licensing agreement. The district asserts that content-area supervisors and other appropriate administrators should develop an intimate knowledge of all adopted resources and programs. For the timeline below, *T* represents the date of implementation (September 1). The following timeline has some flexibility, however specific deadlines marked with a * need to be strictly adhered to.

T-12 Months (most likely September of the SY prior to planned implementation)

Step #1 - Form a Committee / Needs Assessment

- Committee should be composed of all teachers willing to participate/volunteer.
- It is recommended that at least one administrator, parent, and student are represented also.
- Committee should discuss what is/isn't effective in the current curriculum programs, as well as what they would like to see included in a new program. Recent data as well as trends over time should be reflected on to examine presence of/lack of growth. NJDOE and educational trends should also be considered.

T-11 Months

Step #2 - Research Programs

- Identify several programs for consideration.
- When identifying, be sure to justify choosing them for further consideration with several data sources.
- Sources can include: Edreports, feedback from University professors, feedback from state officials, feedback from other districts using the program, top schools in NJ, top schools in USA.
- Administrator should request samples of materials for committee review (paper and digital).

Step #3 - Preview Selected Programs

- Invite a representative of each program to conduct a presentation.
- Use a rubric to assess program (criteria may include: pedagogy, technology, assessment, support)

T-9 Months

Step #4 - Narrow Selection

- Narrow program selection to 1-2 programs

Step #5 Visitation (Optional)

- Visit classrooms/districts that have implemented the program.
- Meet with administrators, teachers, and students who are using the program to gather information about pros/cons.

Step #6 Pilot Program(s) (Optional)

- Arrange to pilot a unit/several lessons.
- Gather feedback from parents, students, other teachers.
- Feedback might consist of student success, engagement, homework, etc.

T-6 Months

*Step #6 - Curriculum Council Approval**

- Present potential program to Curriculum Council.
- Be sure to bring ALL data gathered from Steps 1-6, as well as comparison to at least one other leading program.

Step #7 - District Approval

- Present potential program to appropriate Central Office administration, including a quote for cost.
- Be sure to bring ALL data gathered from Steps 1-6, as well as comparison to at least one other leading program.
- Receive final approval to adopt the program.

T-5 Months

Step #8 - Begin Training and Implementation

- Communicate with IT regarding any requirements for setting up online platforms/rostering services.
- Request Teacher Materials in advance to be provided to staff before the end of SY prior to implementation.*
- Begin curriculum writing/revision process, if required. Curriculum document deadlines: curriculum documents due to appropriate Central Office administrator by July 15 for review/revision. Final documents sent to BOE for approval on August 1.*
- Supervisor/Applicable Administrator begins in-house training via sharing information, department meetings, etc. to begin preparing staff for the new program. This should especially include instructional structures and routines, assessment schedules/plans, major topics/readings, any major differences in content from previous curriculum.
- Plan training for staff for September.

