

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: COURSE OF STUDY WRITING/REVISION

The Cranford Board of Education supports on-going curriculum development at all levels of the school system. Inherent in the process of curriculum development is the consideration of new courses of study based upon student interest, needs assessments, changing state requirements and changing national, state and local expectations and goals for public education. Following the adoption of new courses, the Cranford Board of Education will provide financial support for the preparation of the formal courses of study by teachers during the summer preceding the teaching of the new courses.

Just as the Board supports the process of curriculum development that results in new courses added to the secondary school program of studies, the Board supports course of study revision. Since course of study revision is a professional responsibility to be carried out by professional staff members as part of their usual responsibilities during the school year, it is recommended that all curriculum guides be revised periodically but no longer than every three or four years. Except in special cases, there will not be additional compensation for course of study revision.

The Board also realizes that elementary curriculum development and revision needs to be treated differently since an elementary teacher's schedule does not provide for resource periods or other planning time which is significant enough to allow for curriculum writing and revision during the school year. It is also recognized that the elementary curriculum in the skills area such as language arts, math, etc. cannot be treated in isolation. It is required that curriculum which is written and revised be coordinated between grade levels and, therefore, requires teachers to work together so it is coordinated appropriately within each grade level and with grade levels below and above. As a result, the Cranford Board of Education will provide financial support for the preparation and revision of formal courses of study by teachers at the elementary level during the summer preceding the implementation of the new curriculum.

Adopted: February 24, 1992
Revised: March 22, 1999