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**▶ Curriculum Renewal Plan**

**Bloomfield Public Schools, Bloomfield New Jersey**

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## **Five-Year Curriculum Renewal Plan**

### ***Rationale***

Administrative code dictates (N.J.A.C. 6A:8-3.1) that the district evaluates all curricula every five years. The Bloomfield School District currently maintains and implements over 200 curricula in 10 content areas. Program Evaluations are the basis and catalyst for curriculum renewal. They provide a mechanism for the leadership and stakeholders of the district to review the existing curriculum in a systematic manner and make informed decisions regarding its relevance and effectiveness. They provide an opportunity for teachers to examine content and instructional strategies and to determine whether the curriculum is meeting the needs of the learner and the expectations of the community. Changes in state and national standards, state assessment practices, availability of resources, recent pedagogical research and established best practice, and discipline specific innovations can create the need for curricula revisions and changes in instructional practices, as the district adapts their instructional programs to the current needs of our students. It is critical that teachers be provided with the support, resources, and climate necessary to successfully implement the district program in all content areas. It is necessary to have a systematic process in place to evaluate, develop, and implement all curricula in a manner that allocates district resources wisely and allows for informed decisions that foster fiscal efficiency and responsibility. The Five-Year Curriculum Renewal Plan that the Bloomfield School District follows allows for informed decision making using the best available evidence.

### ***Overview***

The Curriculum Renewal process takes place over a five-year period. It is a process by which all district curricula is analyzed and if necessary, revised in a systematic and collaborative manner. The process provides for the following:

- A comprehensive evaluation of each district content area at each of three instructional levels: primary (K-4), intermediate/middle (5-8) and secondary (9-12) in a five-year cycle.
- An inclusive development process.
- Thoughtful and careful implementation with appropriate staff development.
- Revision based on experience, expertise, and research.
- Sufficient time to evaluate the effectiveness of the program and revisions.
- Vertical and horizontal articulation of program changes.

### ***Five Stages of the Curriculum Renewal Process***

#### **Stage One: Program Evaluation ~ Review and Research (Year One)**

This is the process of comparing the actual program to the ideal program. The ideal program is determined by conducting a comprehensive review of the literature and research, reviewing best practice in the discipline, reviewing state and national standards in the field, and comparing the program to programs in comparable districts.

The actual program is documented with data from a variety of sources which is gathered and reviewed. This data might include, but would not be limited to:

- Review of existing curriculum document and alignment with standards
- Observation of instruction
- Review of teacher lesson plans/unit plans
- Curriculum audits of materials, strategies and pacing
- Assessment of staff development
- Survey feedback from staff, parents, and students
- Review of relevant standardized assessment data
- Review of district assessment data
- Analysis of the interrelationship between the curricula area and other content areas

The evaluation that emerges is the systematic comparison of the ideal program that has been conceptualized through research and the actual program that has been described and assessed by collecting data. The evaluation reveals areas of strength in the current program as well as deficiencies that need to be addressed in the renewal process.

The Program Evaluation Report or resulting document should include the following:

- *An Overview of the Current Program* (including alignment with standards)
- *Description of Changes Since the Last Evaluation*
- *Statement of Philosophy*
- *Comparison Data*: program compared to other districts, program compared to researched best practices
- *Perception of Program*: survey data from parents, students, and teachers
- *Evidence of Program Effectiveness*: student achievement data
- *Commendations*
- *Recommendations*
- *Timeline for Implementation of Recommendations*

It is anticipated that Stage One (Program Evaluation) will take place over a 12-month period of time. A suggested twelve month plan follows below:

**September:** formation of a Program Evaluation Steering Committee made up of teachers in the content area at the grade level under review and representative teachers from other grade levels for vertical articulation and the formation of sub-committees as needed. The Steering Committee should discuss the department philosophy and vision and revise as needed.

**October-February:** sub-committee work through monthly meetings. Sub-committees might be formed for each of the following areas: comparison, perception, literature and research review, student achievement.

**March:** Steering Committee meeting to hear reports of sub-committees.

**April:** Sub-committee meetings to suggest commendations and recommendations.

**May:** Steering Committee meeting to finalize commendations and recommendations.

**June:** Establishment of a timeline for implementation of recommendations.

**July-August:** Preparation of the Program Evaluation document and presentation of findings for the District Committee for Curriculum and Instruction and the BOE Curriculum Committee.

**September:** Presentation of findings to the District Committee for Curriculum and Instruction and the Board of Education Curriculum Committee. The Superintendent and Director of Instruction will review the recommendations for change and budget associated with the recommendations and will subsequently recommend all, some or none to the Board of Education for implementation over the course of the next three years.

### **Stage Two: Curriculum Development (Year Two)**

During the curriculum development process, the teachers and curriculum supervisor begin the work of revising curriculum that has been recommended for revision via the Program Evaluation and developing new courses of study that may have been recommended. This is the stage in which actual curriculum is written. Major tasks that are accomplished during this stage include:

- Review of evaluation data and conclusions
- Revision or creation of a course description
- Revision or creation of a K-12 scope and sequence for content and skills associated with the course or program
- Development of Essential Questions to guide the learning in each unit of study
- Development of learning objectives that address the cognitive, affective, and behavioral domains and are linked through parenthetical reference to the New Jersey Core Curriculum Content Standards
- Development of Core Activities or practices that are required for all instructional staff members who will be implementing the curriculum to ensure a degree of consistency throughout the district.
- Research and selection of instructional materials and resources to support the delivery of the curriculum. This process should include the piloting of materials. If a new textbook is deemed necessary, the textbook adoption process is put into effect at this time.
- Development of assessments to measure student achievement and measure curriculum outcomes.
- Development of Differentiated Activities designed to support struggling learners and challenge more advanced learners.
- Development of a plan for implementation to include staff development prior to and during implementation.

This stage takes place over a twelve-month period with most of the research taking place during the school year and most of the writing taking place during the summer. The completed curriculum document is submitted to the Director of Instruction for review and acceptance by August. The committee also prepares a report for the District Committee for Curriculum and Instruction and the

Board of Education Curriculum Committee that highlights changes in the curriculum and elicits their input and feedback. The accepted curriculum is placed on the Board of Education agenda for approval in September of the implementation year. The requisite form appears in the appendix to this document.

If a new textbook is recommended as part of the revision process, a committee of teachers will meet with the content supervisor during the year to review published textbooks and materials. Using the **Textbook and Materials Selection Checklist**, committee members will carefully review at least three textbooks using district established criteria and make a recommendation for adoption using the **Textbook Adoption Request** form. The district strives to provide students with current resources and textbooks should not have a publication date that is older than seven years. All textbook requests are presented to the members of the BOE's Curriculum Committee. If recommended by the administration, the book will be presented to the entire BOE for approval. Two months is allowed for the entire process. Books cannot be ordered until approved by the Board of Education. All new textbooks must be budgeted for as part of the annual budget process.

In the event that a new course is recommended through the program evaluation, the content supervisor will follow the guidelines for new course development and complete the **New Course Proposal** paperwork. Following the development of the curriculum, the content supervisor will submit the curriculum for review and acceptance by the Director of Instruction and the **Summer Curriculum New Course Report**. The accepted curriculum is placed on the Board of Education agenda for approval by September of the implementation year.

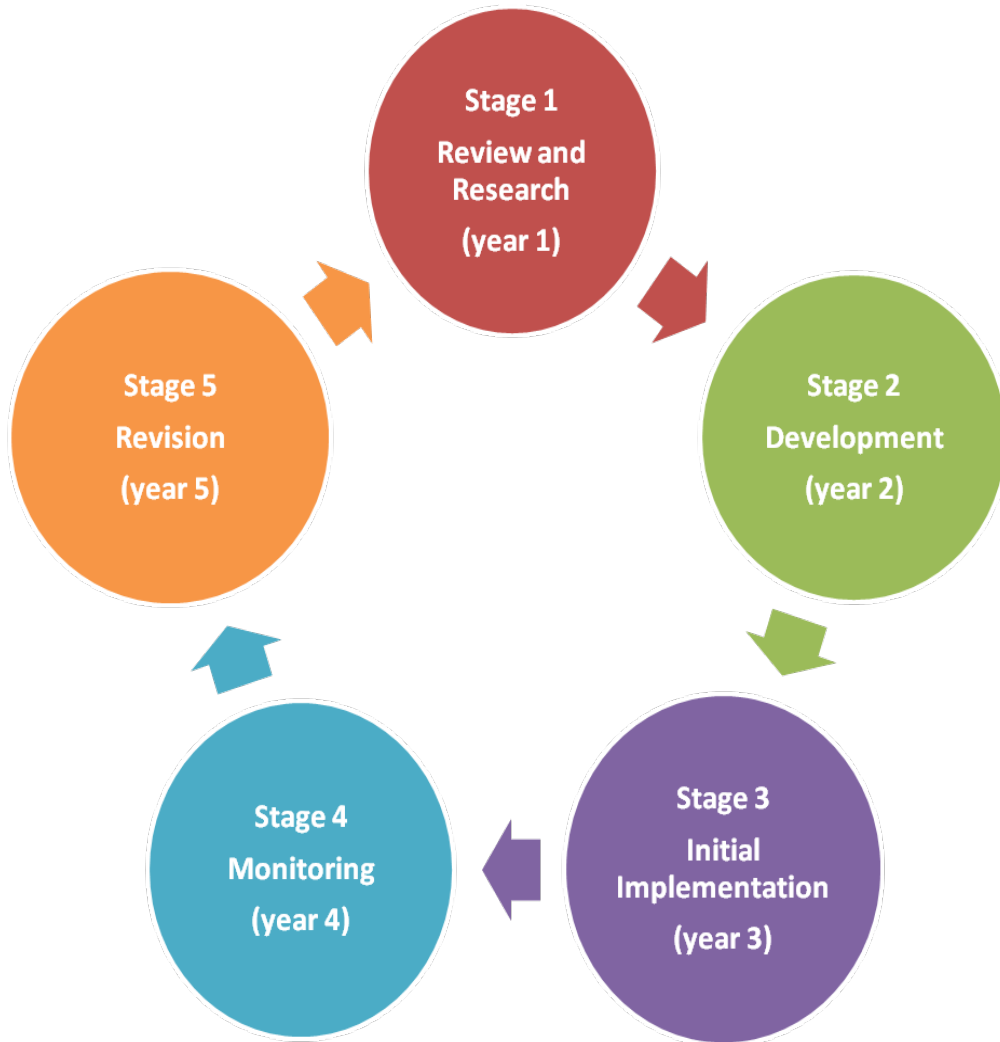
### **Stage Three: Initial Implementation (Year Three)**

This is the stage when the curriculum is put into practice in the classrooms. Staff development is a major focus during this stage. Workshops are planned during the school year, collaborative learning groups are formed to address staff needs and concerns, in-service courses are offered, and summer staff development is planned. District staff development time, curriculum meetings and department meetings are used to provide staff training for successful implementation.

Checkpoints are established to gather feedback from teachers. Adjustments in implementation and staff development can be made along the way if deemed necessary and appropriate. Program observations are conducted during the year by curriculum supervisors and building administrators. Observation of teacher performance in implementing the new curriculum is emphasized since teachers are teaching new material. Teachers are also encouraged to engage in peer observations and lesson studies. Observation goals focus on determining correct implementation and interpretation of the curriculum and continuity in delivery. Lesson plans and unit plans are assessed to ascertain understanding of the program.

During the fourth and fifth year of the cycle, data is gathered to determine the strengths and weaknesses of the revision and prepare for the next Curriculum Renewal cycle.

## BLOOMFIELD PUBLIC SCHOOLS Curriculum Review Cycle



The chart below details the current status of Curriculum Renewal in BPS:

### English Language Arts

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
English Language Arts	2011	Eng. Lang Arts	K				X		
English Language Arts	2011	Eng. Lang Arts	1				X		
English Language Arts	2011	Eng. Lang Arts	2				X		
English Language Arts	2012	Eng. Lang Arts	3					X	
English Language Arts	2012	Eng. Lang Arts	4					X	
English Language Arts	2012	Eng. Lang Arts	5					X	
English Language Arts	2012	Eng. Lang Arts	6					X	
English Language Arts	2012	Eng. Lang Arts	7					X	
English Language Arts	2012	Eng. Lang Arts	8					X	
Creative Writing and Drama	2012	Eng. Lang Arts	7-8					X	
English I: Exploring Literature	2012	Eng. Lang Arts	9				X		
English I: Exploring Literature (Reading Focus)	2012	Eng. Lang. Arts	9					X	
English II: World Literature	2012	Eng. Lang Arts	10				X		
English III: American Literature	2012	Eng. Lang Arts	11					X	
English III Honors: American Literature	2012	Eng. Lang Arts	11					X	
AP English III: American Literature/Language & Composition	2012	Eng. Lang Arts	11					X	
English IV: European Literature	2012	Eng. Lang. Arts	12					X	
AP English IV: European Literature	2012	Eng. Lang. Arts	12					X	
Yearbook Production	2012	Eng. Lang Arts	12					X	
Journalism I, II, III, IV	2012	Eng. Lang Arts	9-12					X	
Philosophy	2012	Eng. Lang Arts	12					X	
AHSA Language Arts	2009	Eng. Lang Arts	12		X				



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**Fine Arts**

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Elementary Visual Art K-6	2011	Fine Arts	K-6				X		
Music K-6	2011	Fine Arts	K-6				X		
Band 5-6	2011	Fine Arts	5-6				X		
Chorus 5-6	2010	Fine Arts	5-6			X			
Orchestra 5-6	2011	Fine Arts	5-6				X		
Band 7-8	2011	Fine Arts	7-8				X		
Choir 7-8 (Vocal Music)	2012	Fine Arts	7-8					X	
Orchestra 7-8	2011	Fine Arts	7-8				X		
Piano and Guitar	2010	Fine Arts	7-8		X				
Music Technology 7-8	2009	Fine Arts	7-8		X				
Visual Arts I & II	2008	Fine Arts	7 & 8	X					
Band 9-12	2010	Fine Arts	9-12			X			
Chorus 9-12	2010	Fine Arts	9-12			X			
Orchestra 9-12	2010	Fine Arts	9-12			X			
Music Technology 9-12	2010	Fine Arts	9-12		X				
Music Theory I	2011	Fine Arts	9-12				X		
Art III: Advanced Computer Art	2011	Fine Arts	10-12					X	
Art II: Drawing and Painting	2011	Fine Arts	10-12				X		
Art II: Printmaking and Bookmaking	2013	Fine Arts	10-12					X	
Art II: Introduction to Sculpture	2011	Fine Arts	9-12					X	
Art II: Sculpture	2011	Fine Arts	10-12			X			
Art III: Advanced Sculpture	2011	Fine Arts	11-12			X			
Art III: Anatomy	2011	Fine Arts	11-12			X			
Art III: Art in Photography	2011	Fine Arts	9-12					X	
Computer Art	2011	Fine Arts	10-12				X		
Foundations of Art	2010	Fine Arts	9-12			X			
Art IV: Studio Art	2011	Fine Arts	12					X	

**Fine Arts (Continued)**

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>TV ARTS AND SCIENCES</b>									
Intro to TV arts and Sciences	2012	Fine Arts	9-11					X	
Advanced TV Arts and Sciences I, II and III	2012	Fine Arts	10-12					X	

### Foreign Languages

Guide	Guide Date	Foreign Languages	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Salsa	2010	Foreign Languages	K-1			X			
World Cultures	2012	Foreign Languages	2					X	
Rosetta Stone	2012	Foreign Languages	3-6					X	
Spanish	2011	Foreign Languages	7				X		
Spanish	2011	Foreign Languages	8				X		
Spanish I	2010	Foreign Languages	9-12		X				
Spanish II	2010	Foreign Languages	9-12		X				
Spanish III (Honors)	2011	Foreign Languages	11-12				X		
Spanish IV (Honors)	2012	Foreign Languages	12				X		
Spanish I Native Speakers	2010	Foreign Languages	9-12		X				
French I	2010	Foreign Languages	9-12		X				
French II	2010	Foreign Languages	9-12			X			
French III (Honors)	2012	Foreign Languages	11-12				X		
French IV (Honors)	2011	Foreign Languages	12				X		
Italian I	2010	Foreign Languages	9-12		X				
Italian II	2010	Foreign Languages	9-12			X			
Italian III (Honors)	2012	Foreign Languages	11-12				X		
Italian IV (Honors)	2011	Foreign Languages	12				X		

### Technology/Integrated Technologies

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Technology (NJCCCS 8.1)</b>									
Technology K-12	2012	Technology	K-12					X	
Media & Tech Literacy	2010	Technology	K-12			X			
Technology Education	2010	Technology	7-8			X			
<b>Careers (NJCCCS 9)</b>									
21 <sup>st</sup> Century Skills and Careers	2012	Technology	PK-12					X	
<b>Cooperative Technology Education</b>									
School to Careers: Internship	2010	Integrated Tech	11-12			X			
Cooperative Tech. Education: CBE, CHE, CHOE & CTE	2010	Integrated Tech	12			X			
<b>Family &amp; Consumer Sciences</b>									
Nutrition and Foods	2012	Integrated Tech	10-12				X		
Foods/Advanced Foods	2011	Integrated Tech	9-12				X		
Cultural Cuisine-International	2010	Integrated Tech	9-12		X				
Cultural Cuisine-Americas	2010	Integrated Tech	9-12		X				
Child Development	2012	Integrated Tech	9-12					X	
Exploring Childhood 1, 2 & 3	2012	Integrated Tech	9-12					X	
Marriage and Family Living	2010	Integrated Tech	9-12		X				
Independent Living	2010	Integrated Tech	9-12		X				
Fashion Design	2010	Integrated Tech	9-12		X				
Fashion Merchandising	2010	Integrated Tech	9-12		X				
Fashion Sewing 1	2010	Integrated Tech	9-12			X			
Fashion Sewing 2,3,4	2010	Integrated Tech	9-12			X			
Interior Design 1,2,3,4	2012	Integrated Tech	9-12					X	
<b>Business Technologies</b>									
Biz Wiz	2011	Integrated Tech	7-8				X		
Personal Finance	2010	Integrated Tech	9-12			X			
Entrepreneurship	2010	Integrated Tech	9-12			X			
College Prep Accounting	2010	Integrated Tech	9-12			X			
Introduction to Computer Basics	2009	Integrated Tech	9-12		X				
Introduction to Computer Applications	2009	Integrated Tech	9-12		X				

**Technology/Integrated Technologies (Continued)**

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Computer Applications 1	2009	Integrated Tech	9-12		X				
Advanced Computer Applications 1	2009	Integrated Tech	10-12		X				
Computer Applications 2	2009	Integrated Tech	10-12		X				
Advanced Computer Applications 2	2009	Integrated Tech	10-12		X				
<b>Tech Ed/ Industrial Arts</b>									
Digital Photography	2010	Integrated Tech	10-12		X				
Computer Graphics and Web Design	2010	Integrated Tech	9-12		X				
Construction Technology 1-4	2010	Integrated Tech	9-12			X			
Woodworking Levels 1-4	2010	Integrated Tech	9-12			X			
Drafting/CAD I	2012	Integrated Tech	9-12					X	
Drafting/CAD II,III,IV	2012	Integrated Tech	10-12					X	
Robotics/Tech 1	2011	Integrated Tech	9-12			X			
Advanced Robotics 2-4	2011	Integrated Tech	10-12			X			

### Mathematics

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Mathematics	2012	Mathematics	K				X		
Mathematics	2012	Mathematics	1				X		
Mathematics	2012	Mathematics	2				X		
Mathematics	2012	Mathematics	3				X		
Mathematics	2012	Mathematics	4				X		
Mathematics	2012	Mathematics	5				X		
Mathematics	2012	Mathematics	6				X		
Mathematics	2012	Mathematics	7				X		
Mathematics	2012	Mathematics	8				X		
AP Calculus/Foundations of Calculus	2012	Mathematics	9-12					X	
Advanced Placement JAVA	2012	Mathematics	9-12					X	
Algebra I CP	2012	Mathematics	9			X			
Algebra II CP	2012	Mathematics	9-12					X	
Algebra II	2012	Mathematics	9-12					X	
Algebra II A	2012	Mathematics	9-12					X	
Algebra II B	2012	Mathematics	9-12					X	
Algebra II Honors	2012	Mathematics	9-12					X	
Applied Algebra (part 1 of 3 - 2 semesters)	2012	Mathematics	9					X	
Applied Algebra/Geometry (part 2 of 3 - 2 semesters)	2012	Mathematics	10					X	
Applied Geometry (part 3 of 3 - 2 semesters)	2012	Mathematics	11					X	
Computer Science I	2008	Mathematics	9-12	X					
Geometry CP	2012	Mathematics	9-12				X		
Geometry Honors	2012	Mathematics	9-12				X		
Mathematics 12	2012	Mathematics	12					X	
Pre-Calculus/Honors	2010	Mathematics	11-12			X			
AP Statistics	2012	Mathematics	9-12					X	
Statistics and Probability	2009	Mathematics	11-12		X				
AHSA Math	2009	Mathematics	12		X				

**Physical Education and Health**

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Enrichment & Wellness	2011	Phys Ed	K-6				X		
Health K-6	2012	Phys Ed	K-6					X	
Physical Education K-2	2010	Phys Ed	K-2			X			
Physical Education 3-4	2010	Phys Ed	3-4			X			
Physical Education 5-6	2010	Phys Ed	5-6			X			
Health 7-8	2012	Phys Ed	7-8				X		
Physical Education 7-8	2012	Phys Ed	7-8					X	
Physical Education 9-12	2012	Phys Ed	9-12					X	
Human Sexuality	2012	Phys Ed	9					X	
Driver Education	2012	Phys Ed	10					X	
Junior Health	2012	Phys Ed	11					X	
Family Planning & Wellness	2012	Phys Ed	12					X	

**Science**

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Science	2012	Science	K-6					X	
Science	2011	Science	7				X		
Science	2012	Science	8					X	
Environmental Science CP	2010	Science	9			X			
Biology	2011	Science	9-10			X			
Biology Honors	2011	Science	9-10			X			
Biology AP	2011	Science	12				X		
Chemistry	2011	Science	11-12					X	
Chemistry Honors	2012	Science	10					X	
Anatomy & Physiology (Honors)	2011	Science	12				X		
Astronomy	2011	Science	11-12				X		
Ecological Science	2011	Science	11-12				X		
Meteorology	2012	Science	11-12		X			X	
Physics	2010	Science	11-12		X				
Physics Honors	2011	Science	11-12			X			

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Physics AP	2011	Science	12			X			
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**Science (Continued)**

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Geo Science CP	2010	Science	11-12			X			
Oceanography CP	2010	Science	11-12			X			



### Social Sciences

Guide	Guide Date	Social Sciences	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Social Studies	2012	Social Sciences	K					X	
Social Studies	2012	Social Sciences	1					X	
Social Studies	2012	Social Sciences	2					X	
Social Studies	2012	Social Sciences	3					X	
Social Studies	2012	Social Sciences	4					X	
Social Studies	2012	Social Sciences	5					X	
Social Studies	2012	Social Sciences	6					X	
Geography	2010	Social Sciences	7	X					
US History	2011	Social Sciences	8				X		
World History	2012	Social Sciences	9				X		
World History Honors	2011	Social Sciences	9				X		
United States History I	2010	Social Sciences	10			X			
United States History AP I	2012	Social Sciences	10				X		
United States History II	2010	Social Sciences	11			X			
United States History AP II	2012	Social Sciences	11				X		
Holocaust & Genocide	2013	Social Sciences	11-12				X		
Anthropology	2010	Social Sciences	11-12		X				
Criminal Justice	2010	Social Sciences	11-12			X			
Economics	2010	Social Sciences	11-12		X				
Human Relations I	2010	Social Sciences	11-12		X				
Human Relations II	2010	Social Sciences	11-12		X				
Law Enforcement	2011	Social Sciences	11-12			X			
Non-Western World I	2010	Social Sciences	11-12	X					
Non-Western World II	2010	Social Sciences	11-12	X					
Political Science	2010	Social Sciences	11-12			X			
Sociology	2010	Social Sciences	11-12		X				
American Government AP	2010	Social Sciences	11-12	X					
Leadership	2011	Social Sciences	11-12			X			
History in Media	2012	Social Sciences	12				X		

### Specialized Programs

Guide	Guide Date	Department	Grades	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Pre-K A.M.	2011	Specialized Programs	PK				X		
Pre-K P.M.	2011	Specialized Programs	PK				X		
Teaching Strategies for Pre-K Disabled	2012	Specialized Programs	PK					X	
Enrichment and Wellness	2011	Specialized Programs	K-6				X		
Academically Talented	2010	Specialized Programs	K-6			X			
Flex & Response to Intervention	2012	Specialized Programs	1-6					X	
Gifted & Talented	2012	Specialized Programs	7-8					X	
Guidance	2010	Specialized Programs	K-8			X			
Supplemental Reading Support	2010	Specialized Programs	7-12			X			
Study Strategies	2012	Specialized Programs	9					X	
Horticulture	2010	Specialized Programs	9-12			X			
ESL	2012	Specialized Programs	K-12					X	

***Moving Toward an Articulated and Responsive Curriculum Renewal Plan  
Program Review Plan for 2012-2020***

Content Area	Level	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
English Language Arts	K-2	X			X			X	
	3-5			X			X		
	6-8			X			X		
	9-12		X			X			X
Mathematics	K-2	X			X			X	
	3-5		X			X			X
	6-8		X			X			X
	9-12			X			X		
Science	K-4			X				X	
	5-8				X				X
	9-12					X			
Social Studies	K-4	X			X			X	
	5-8		X			X			X
	9-12			X			X		
Art	K-2				X			X	
	3-5			X			X		
	6-8		X			X			X
	9-12	X			X			X	
Health and Physical Education	K-12		X			X			X
Music	K-2				X			X	
	3-5			X			X		
	6-8		X			X			X
	9-12	X			X			X	
Business Technologies	9-12		X			X			X
Cooperative Technology Education	9-12			X			X		
Family and Consumer Science	9-12		X			X			X
Technology	PK-8			X			X		
Technology Education / Industrial Arts	9-12				X			X	
World Languages	K-12		X			X			X
Special Education	K-12	X			X			X	
Specialized Programs	K-12	X			X			X	

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*Dates above reflect dates in which the Program Evaluation (Stage One) should be completed. For example, the Social Studies Program Evaluation (5-8) will be presented in September of 2013.*

## **Appendix**

### **Forms**

The following forms support the Curriculum Renewal Process:

- ✓ New Course Proposal
- ✓ Curriculum Writing Application
- ✓ Curriculum Revision Report
- ✓ Curriculum Development New Course Report
- ✓ Textbook Adoption Request
- ✓ Instructional Materials Selection Checklist

**Bloomfield Public Schools**

**New Course Proposal**

**Area or Title of Proposed Curriculum Change/Initiative:**

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**Sponsor of the Proposal:** \_\_\_\_\_

- I. OVERVIEW:** Describe the nature of the change/initiative in terms of the following:
  - A. Anticipated learning objectives and course description.
  - B. Will this initiative support and align with State Core Curriculum Content Standards? If not, why? (Including Workplace Readiness)
  - C. Multicultural: Describe in what ways the initiative will address the elements of multiculturalism and, if appropriate, the Holocaust/Genocide state requirement.
  
- II. NEEDS ASSESSMENT:** Identify the needs(s) being addressed by this initiative. How were the needs determined? What is the level of student interest?
  
- III. RATIONALE:** Explain how this initiative would meet the identified needs.
  
- IV. IMPACT:** Outline the proposal by providing the information listed below where appropriate.
  - A. Impact upon scheduling.
  - B. Cost and quantity of materials and equipment needed. Include technology.
  - C. Cost and quantify of textbooks needed.
  - D. Staffing implications. (address certification requirement
  - E. Staff development needs (include any new knowledge or skills the staff will need to implement the course).

V. **REVIEW OF INTERESTED PARTIES:** Identify who has reviewed this proposal prior to submission and briefly outline any comments that have been made.

Phase I Review: Initial request for Summer Curriculum Writing 24-15 months prior to implementation.

Home and School Parent Representative:

Principal:

Content Area Supervisor:

Technology Supervisor:

Special Education:

Media Specialist:

Other:

VI. **TIMETABLE:** Describe the timetable for the development and implementation of the course.

VI. **DCC**

Recommendation:

Date:

VII. **BOECC**

Recommendation:

Date:

## Bloomfield Public Schools

# Curriculum Writing Application

Please review the proposed calendar and contact the content supervisor for that area if you have any questions regarding the dates of the project. Please indicate the summer curriculum project for which you are interested. **One form per writing project needs to be completed.** Sign and return the form to Katherine Martinez, Director of Instruction, by *(insert Date)*

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_ YRS TEACHING THIS GRADE \_\_\_\_\_

PROJECT \_\_\_\_\_

Compensation Option (Check One):   \_\_ Comp Days                   \_\_ Credit Hours

Content Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE AND RETURN ONE FORM PER PROJECT TO Katherine Martinez, Director of Instruction and Testing for final approval.**

**THANK YOU!!!**



**Bloomfield Public Schools**  
Administration Building  
155 Broad Street  
Bloomfield, New Jersey 07003

**Curriculum Revision Report**

*Please submit one form for each course revision completed during the summer.*

**Title of Course:**

**Date of Last Revision:**

**Reason for revision:**

**Summary of completed revision:**

**Plan for Implementation: (Staff development, meetings with teachers, monitoring of implementation)**

**# of Staff Involved** \_\_\_ **Number of days** \_\_\_ **Cost for Project** \_\_\_\_\_

**Submitted by** \_\_\_\_\_ **Date:**  
(Supervisor's Name)

Curriculum Revision Form

**Bloomfield Public Schools**  
Administration Building  
155 Broad Street  
Bloomfield, New Jersey 07003

**Curriculum Development New Course Report**

*Please submit one form for each course revision completed during the summer.*

**Title of Course:**

**Date for First Approval:**

**Reason for development:**

**Course Highlights (target population, expectations, etc):**

**Plan for Implementation: (Staff development, meetings with teachers, monitoring of implementation)**

**# of Staff Involved** \_\_\_ **Number of days** \_\_\_ **Cost for Project** \_\_\_\_\_

**Submitted by** \_\_\_\_\_ **Date:**  
(Supervisor's Name)

Curriculum Revision Form

## Bloomfield Public Schools Instructional Material Selection Checklist

Item Reviewed: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

For each area please check (✓) the appropriate ranking using the following legend: 1 - Strongly Agree, 2 - Agree, 3 - Disagree, 4 - Does not meet the criteria.

	<b>The instructional material being reviewed:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Evidence</b>
1	Aligns with the NJ CCCC, CCSS and the board-approved curriculum.					
2	Is age and developmentally appropriate.					
3	Is responsive to diversity.					
4	Includes and/or promotes effective teacher technology tools and their use to support learning.					
5	Includes and/or promotes effective student technology tools and their use to support learning.					
6	Incorporates activities and tools that promote further student learning.					
7	Provides resources that facilitate differentiation for : <ul style="list-style-type: none"> <li>• ELL students</li> <li>• Students with IEPs</li> <li>• Gifted students</li> <li>• Students in need RtI</li> </ul>					
8	Is financially feasible?					

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Bloomfield Public Schools**  
Bloomfield, New Jersey 07003

**Textbook Adoption Request**

At this time, the \_\_\_\_\_ department is requesting Board of Education approval for a new textbook to replace the current text.

Date:

Submitted by:

Content Area:

School(s):

Course/Grade Level:

Title:

Author(s)

Publisher:

Copyright:

Cost per copy:

# of copies needed:

Total anticipated cost: \_\_\_\_\_ Budget Account # \_\_\_\_\_

Replaces:

Title:

Author:

Publisher:

Copyright:

# of copies on hand:

Summary of the textbook: Use this space to describe key features of the book and the resource materials that accompany the text.

Bloomfield Public Schools  
Office of Instruction and Testing

Technology/Resource Supporting Materials: List the materials available to support student learning as part of this adoption.

Other textbooks reviewed: (Provide title, author, publisher, and copyright date plus a one sentence description of the book that includes the reason(s) for eliminating it.

Title:  
Author:  
Publisher:  
Copyright Date:  
Reasons for Elimination:

Title:  
Author:  
Publisher:  
Copyright Date:  
Reasons for Elimination:

Title:  
Author:  
Publisher:  
Copyright Date:  
Reasons for Elimination:

Staff members who participated in the review of the textbooks: (Include description of any piloting of materials in classrooms)

Students who participated in the textbook review:

**Content Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Copies of Textbook and Materials Selection Guides must be attached.

**Director of Instruction and Testing:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_

**BOE Curriculum Committee Chair:** \_\_\_\_\_