

Procedures for Policy Statement #2315 (Instruction) of the Board of Education Regarding Curriculum Development and Revision

I. Guidelines

- A. The superintendent/designee is responsible for ensuring the development and implementation of an ongoing program of curriculum review and development.
- B. The superintendent/designee is responsible for ensuring that appropriate materials of instruction are in place to support CCPS curriculum.

II. Definitions

- A. Curriculum: A set of documents that describes what local, state, and national standards will be taught and establishes how those standards will be taught and assessed in a course of study.
- B. Curriculum Development: The process of locally developing and/or revising curriculum and curriculum-based materials of instruction and assessments to align with local, state and national standards.
- C. Maryland College and Career Ready Standards: Maryland's College and Career Ready Standards form the foundation for Maryland's State curriculum framework. These education standards establish a set of shared goals and expectations for what Maryland students should understand and be able to do in grades Pre-K – 12.
- D. Maryland State Curriculum: This curriculum defines what students should understand and be able to do at each grade in various discipline areas such as science, social studies, fine arts, world languages, physical education, health, and technology education.
- E. Materials of Instruction: Instructional materials that are locally developed or selected by CCPS instructional staff to support district curriculum. These materials include textbooks, novels, background materials, workbooks, and digital resources which support the curriculum.
- F. Standards: A set of goals and expectations that describe what students should know and be able to do as a result of a course of study.

III. Curriculum Development Process

- A. The curriculum development process will encompass all new and revised curricula.
- B. The curriculum development process will be initiated and led by the supervisor responsible for that content.
- C. Curriculum writing teams will make every effort to include school-based and central office general and special education staff. English for Speakers of Other Language (ESOL) staff will be invited to be a part of the curriculum writing team. Professional and/or business partners will be invited when appropriate.

Instruction 2315.1

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- D. Curriculum development and revision will be aligned to mandatory national and/or state standards and is written in a way that is sensitive to and addresses the needs of all learners.
- E. Curriculum documents will include information explaining how to navigate the learning management system and what is found in curricular file.
- F. Curriculum will include, at a minimum, the following elements:
 - 1. An instructional philosophy – The instructional philosophy is a PK-12 statement explaining the overarching goals of a content area or course of study and broadly describes how students best learn the content.
 - 2. An introduction – The introduction provides a course/content description of the general skills and concepts students are learning.
 - 3. Instructional standards, indicators, and/or objectives: Instructional standards, indicators, and/or objectives are statements describing the learning outcomes, skills, knowledge and/or abilities to be achieved in a course or content area.
 - 4. A scope and sequence – The scope and sequence provides an organizing structure for curriculum explaining the order and suggested pacing of the learning standards, indicators, objectives, essential questions and unit titles.
 - 5. Units of Study – The units of study include the standards, indicators, objectives, and essential questions, content and skills, key vocabulary, sample lesson(s)/lesson seed(s), sample assessment(s), and sample assignment(s).
 - 6. Required resources – Required resources include texts, materials, digital resources, and equipment that are provided by CCPS. These resources are delineated in the units of study and indicate how and when the resources are to be used.
 - 7. Suggested resources – Suggested resources include texts, materials, digital resources, equipment and tasks that may or may not be provided by CCPS. Teachers may elect to use suggested resources that are delineated in the units of study.
- G. Supervisors will audit curriculum and annually create/update a timeline for curriculum revision to be submitted to the Assistant Superintendent of Instruction.
- H. Prior to publication, new and updated curriculum will be reviewed by the members of the curriculum writing team for the required elements, instructional best practices, cultural responsiveness, and support and extension opportunities. The outcome of the review will be submitted to the Assistant Superintendent of Instruction.