

Guidelines for Curriculum Writing Projects

Updated May 2008

Process:

- ❖ Principals/Department Chairs/Directors/Supervisors should submit Part I of *Curriculum writing project form* to Merryl Rogers, Assistant Superintendent for Curriculum and Instruction.
- ❖ Only after approval of this project and Board approval of staff can the project begin.
- ❖ The approved form will be returned to you so that you can submit Part II when the project is completed.
- ❖ The guidelines below should be distributed to any staff member who is approved by the Board of Education for curriculum writing work.
- ❖ Once the project is completed and ready for submission, Part II of the form should be completed and submitted with a copy of the completed curriculum.

Guidelines:

1. The project must be submitted as print ready and proofread by the person who submitted the request. The targeted completion date should take this into account.
2. All curriculum writing projects must include the following:
 - a. Title page as a cover that includes:
 - i. School District name
 - ii. Subject/Department/Course/Grade
 - iii. Date of project i.e. Winter 2008, May – June 2008
 - iv. Title of curriculum writing project
 - v. Name(s) of persons completing the project
 - b. Curriculum must be aligned with NYS Standards. Curriculum writing should directly reference and address specific performance indicators (ELA, Arts, Phys Ed, LOTE, and Science), content objectives (Social Studies), or process and content strands (Math) as outlined in the core curriculum guides. However, the guide need not be a replica of the standards. Those can easily be found on the web.
 - c. Specific standards and performance tasks must be identified throughout the guide. i.e. *“The student will be able to..”*
 - d. All pages should be paginated.
 - e. Supporting materials, bibliography, etc. should be included.
 - i. Final projects should be submitted with Print Room Request forms attached indicating the number of copies that are needed or indicate if the copies will be printed at the building.
 - f. Electronic submission of curriculum project is also required.
3. Blue slips must be submitted along with the final project. There is no provision to pay for hours that are submitted beyond the approved posting.

