

# POLICY

## CLEMENTON BOARD OF EDUCATION

Administration  
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ORGANIZATIONAL CHART

### 1110 ORGANIZATIONAL CHART

#### Line of Responsibility

The Clementon Board of Education shall operate under a unit control system headed by the Superintendent/Principal.

The authority of the Clementon Board of Education is transmitted through the Superintendent/Principal along specific paths from person to person as shown in the organization chart of Clementon School District. The lines of authority represent direction of authority and responsibility. The lines are those approved by the Clementon Board of Education and are intended to establish clear understanding on the part of all personnel of the working relationships in the school system.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. Personnel are expected to keep the person to whom they are immediately responsible informed of their activities by appropriate means.

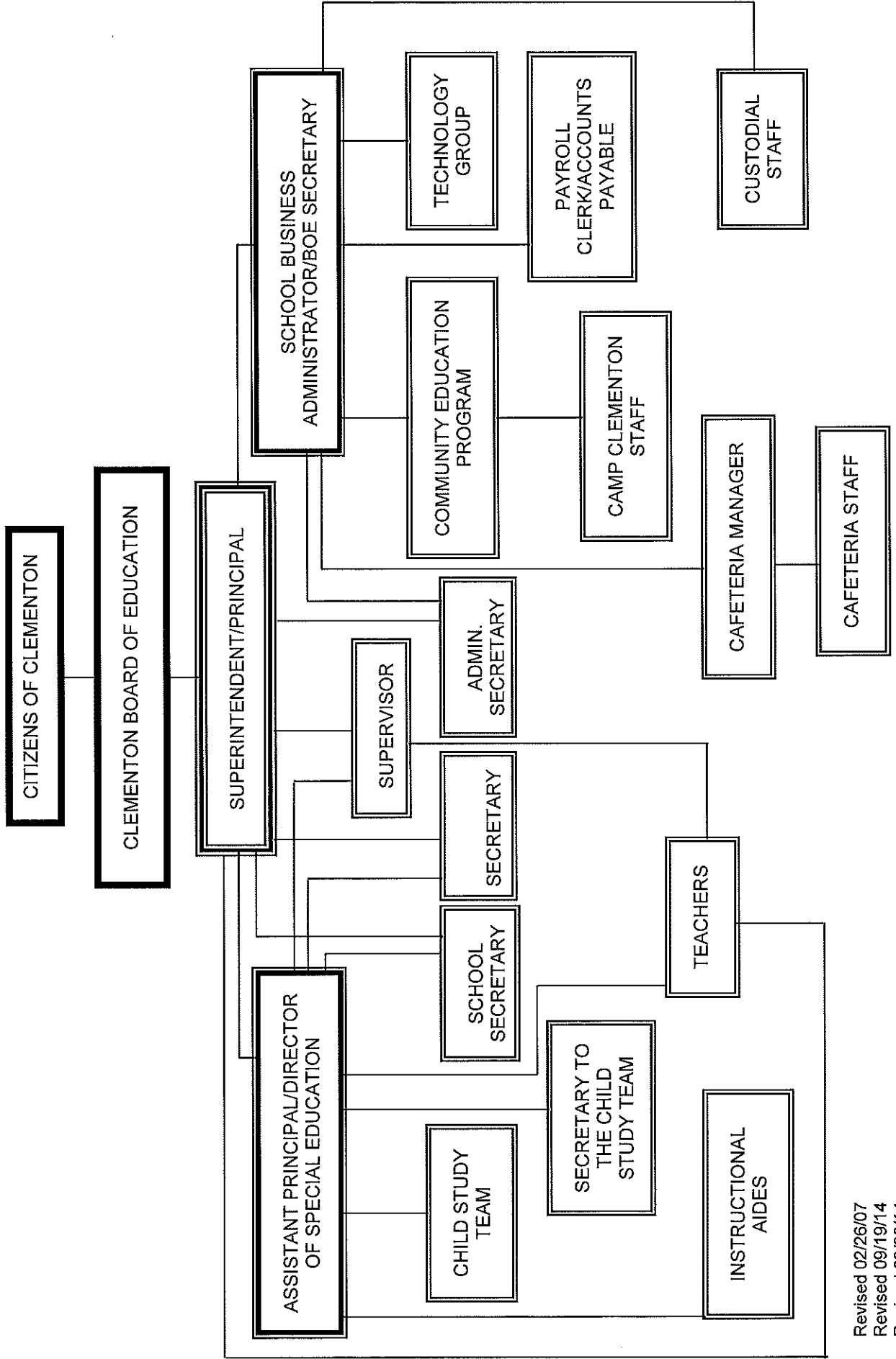
Adopted: 27 July 2009

Revised, First Reading: 25 April 2016

Revised, Second Reading and Adoption:



CLEMENTON BOARD OF EDUCATION  
Organizational Chart



Revised 02/26/07  
 Revised 09/19/14  
 Revised 09/30/14  
 Revised 09/28/15  
 Revised 04/25/16

PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT (M)

2110 PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT (M)

**M**

The Clementon School District is dedicated to a meaningful collaboration among parents, students, administrators, teachers, support staff, Board of Education members, and the community. Our daily mission is to provide every student with a high-quality education driven by the New Jersey Core Curriculum Content Standards and Common Core State Standards. We are committed to providing a secure, nurturing school climate in order to provide for the educational, social, and emotional needs of pupils and staff.

Adopted: 27 July 2009

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## 2230 CURRICULUM UNIT PLANS (M)

### M

The Board of Education directs the preparation of a curriculum unit plan for each approved course of study in order to direct and assist teaching staff members toward the attainment of goals addressed by that course.

Each curriculum unit plan will contain, as appropriate to the course of study, content standards, which are the New Jersey Core Curriculum Content Standards and Common Core State Standards; any other New Jersey Department of Education adopted state standards, academic vocabulary; assessments; suggested activities; inclusion of interdisciplinary connections; 21st century life and careers; pacing guides; list of core instructional materials, including various levels of text at each grade level; modifications for special education students, English language learners, students at risk of school failure and gifted students.

The curriculum unit plan will be the basic instructional tool for each course of study.

Each teacher shall conduct the course of study as required by the curriculum unit plan. Any deviation from the standards within the unit plan must be approved by the Superintendent/Principal, Assistant Principal, or Supervisor in advance of its implementation.

The Superintendent/Principal shall be responsible for overseeing the development of curriculum unit plans, and shall develop a plan for such preparation that could include, but not limited to, the participation of appropriate staff members and resource personnel; the participation of members of the community; the participation of pupils at appropriate grade levels; continuing research in instructional methods, materials, and activities; systematic review of all curriculum unit plans to ensure their continuing usefulness in achieving goals set by the Board; and a system of administrative review to ensure that curriculum unit plans are being followed by teaching staff members to the degree of conformity desired by the Board.

Adopted curriculum unit plans should continue to be implemented if no changes are made. The Board understands that developing curriculum unit plans is an ongoing process and changes could occur in the curriculum unit plans as lessons are being created and as more effective resources are found. This could include, but not limited to, changing the scope and sequence of standards, finding more effective activities to teach to the standards, updating assessments, etc. Updated curriculum unit plans will be submitted to the Superintendent/Principal for review and approval.



# POLICY

Prior to each school year, curriculum unit plans shall be submitted to the Board for approval before they are implemented.

Copies of all current curriculum unit plans shall be kept on file in the offices of the Superintendent/Principal and/or Assistant Principal.

N.J.S.A. 18A:33-1

N.J.A.C. 6A:8-3.1

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## R 2230 CURRICULUM UNIT PLANS (M)

### M

A curriculum unit plan will be prepared for each course of study to be taught in this district. Curriculum unit plans should be planned and organized to provide sequential learning experiences in the grade levels concerned.

#### A. Preparation

1. The Superintendent/Principal is responsible for overseeing the development of the curriculum unit plans.
2. Curriculum unit plans are best developed with the assistance of the teaching staff members who will use them. Accordingly, appropriate staff representatives will be appointed to committees to study, revise, and/or develop curriculum unit plans.

#### B. Content

1. Included in the curriculum unit plans are the following:
  - a. Content standards, which are the New Jersey Core Curriculum Content Standards and Common Core State Standards; any other New Jersey Department of Education adopted state standards;
  - b. Academic vocabulary;
  - c. Assessments;
  - d. Suggested activities;
  - e. Inclusion of interdisciplinary connections;
  - f. 21<sup>st</sup> century life and careers;
  - g. Pacing guides;
  - h. List of core instructional materials, including various levels of text at each grade level;



# REGULATION

- i. Modifications for special education students, English language learners, students at risk of school failure and gifted students.

C. Implementation

1. Teachers will adhere to the content of curriculum unit plans in accordance with Policy No. 2230.

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