

Curriculum Revisions and Adaptations**Recommendations for Proposed Change in Curriculum and/or Instructional**

When it becomes necessary to add to or change the present Instructional Program at a school, a written proposal is to be prepared that contains the following elements:

1. A brief statement of what the proposed change is and why it is needed.
2. Establishment of Need - Show method and individuals involved. If this is a proposed change in an existing program or replacing an existing program, show how the existing program was evaluated and the determination of the need for a change was made.
3. Establishment of the relationship of the proposal to district and/or school philosophy, goals, objectives.
4. Establishment of Program Objectives - what the proposed change is intended to accomplish.
5. Listing of possible alternative approached - indicate the best one.
6. Establishment of Process Objectives - How it is going to be done - who is going to do it - when?
7. Establishment of system of evaluation within specified time frame.
8. Cost analysis - State estimated costs by item.

THE FOLLOWING SEQUENCE IS TO BE FOLLOWED IN THE DEVELOPMENT OF PROPOSED CHANGE:

1. After the need has been identified and a preliminary statement of the proposal has been prepared (Step 1 Above), the principal should arrange to informally review the idea with the Assistant Superintendent. Those proposed changes or modifications to existing instructional programs that do not significantly alter them may be approved by the Assistant Superintendent at this informal review.

The Assistant Superintendent is available to provide assistance and advice to the principal in his development of the proposal. Particular assistance can be given in determining those individuals, groups, and organizations that need to be involved in the development and implementation of the proposal.

2. The formal proposal is to be prepared and copies sent to the Superintendent, Assistant Superintendent and Business Manager.
3. Schedule a conference with the Assistant Superintendent to review the proposal.
4. The Executive Council will review the proposal and will determine what additional action needs to be taken before presentation to the Board for their action.

All proposed changes for the present school year must be submitted at least one month prior to the anticipated date for Board action. Proposed changes for the start of the next school year must be submitted by April 15th.

Legal References:

None