

Curriculum Adoption

Considerations and sequence for developing proposals to initiate new programs or revise existing programs:

1. Purposes of the Procedure for Proposing New or Revised Programs
 - A. To provide a systematic method to plan, budget and implement priority improvements to the district's educational program;
 - B. To assist all managers and staff in developing clear, concise proposals;
 - C. To ensure a consistency within the district in the process of program planning and budgeting;
 - D. To provide a means to accurately relate required resources to program objectives;
 - E. To expedite the administration office in handling plans and budgets for improving or initiating new programs;
 - F. To provide a basis for the specific planning required for accurate resource estimates and program implementation;
 - G. To relate program and curriculum development to both district needs and state standards.
2. Criteria for Program Proposal Development and Funding

The following criteria are to be followed in developing and submitting proposals. These same criteria are to be used by various managers as they review proposals and budget estimates:

- A. There is to be a clearly identified need for proposing new programs or revising existing ones;
- B. The needs are to be related directly to district improvement goals or to tie to the "State Instructional Materials Adoption Schedule";
- C. Proposals are to be developed with involvement of those responsible for its implementation;
- D. Proposed action plans are to be the most feasible and cost effective of alternative methods for satisfying needs;

- E. Proposed resource estimates are to follow the district's budget guidelines;
- F. Proposals are to include an evaluation component.

Other considerations for developing funding proposals for the new or revised programs are:

- a) The number of students and staff affected by the proposal;
- b) The potential for application in other buildings or programs in the district;
- c) Previous implementation and development work in the same area;
- d) The year(s) covered by the proposal if part of a long-range improvement plan;
- e) The availability of time, human and material resources required to carry out the proposal;
- f) The involvement of appropriate supervisors at all stages of proposal development to increase commitment and expedite agreements.

1. Procedures for Developing Proposals

The following procedures will govern the development of proposals:

- A. The Site Council(s) will begin with a needs assessment to include:
 - a) Use of assessment data appropriately disaggregated;
 - b) Consideration of building profile(s);
 - c) Building improvement goals;
 - d) Timeline: June-December
- B. The proposal will relate instruction to Standards and Benchmarks through:
 - a) Grade Level/Curriculum Committee review, mapping and aligning;
 - b) Timeline: January
- C. The writing of the proposed curriculum will include:
 - a) Gathering of materials adopted by O.D.E.;
 - b) Addressing all standards and benchmarks;
 - c) Use of the standard district curriculum form;
 - d) Review by Grade Level/Curriculum Committee;
 - e) Timeline: April
- D. Public review and input (May-June)
- E. Board adoption at June board meeting