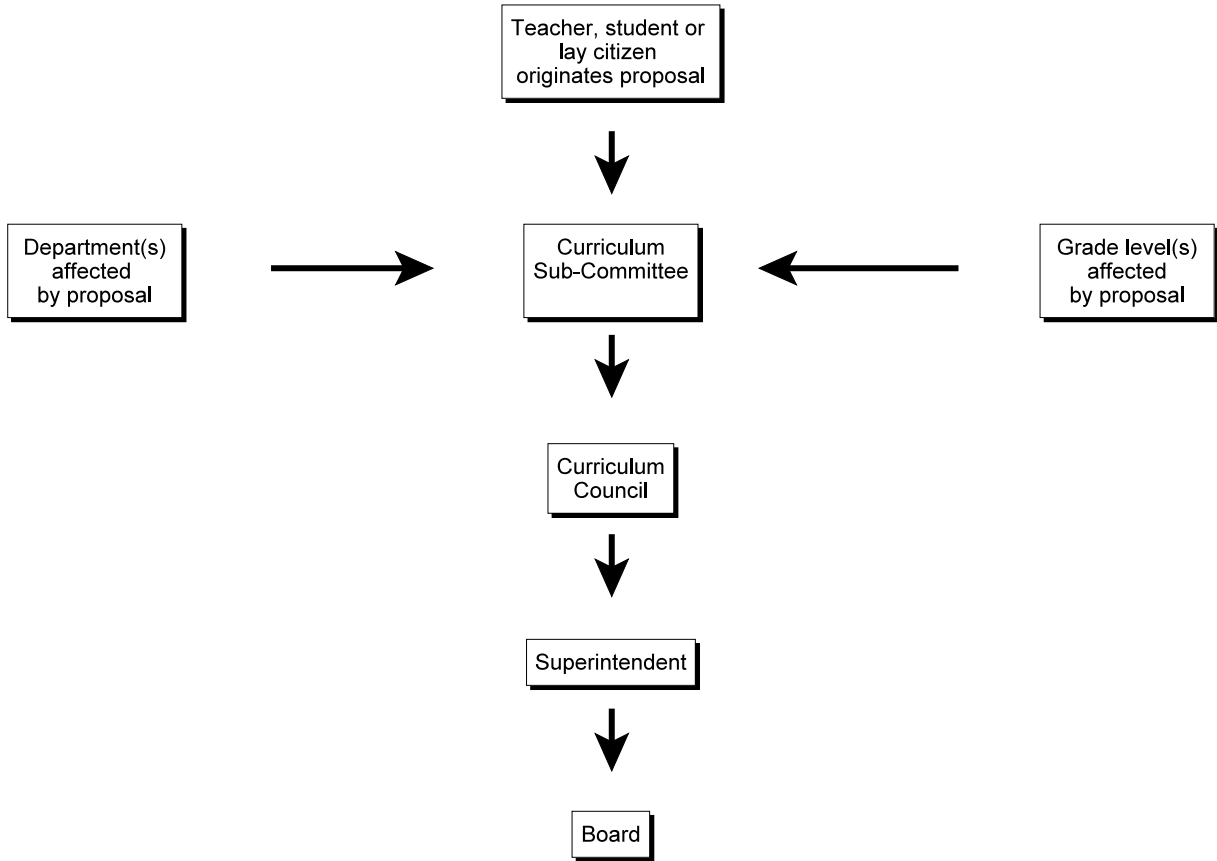


Curriculum Change Process

Any teacher, student, lay person, or Curriculum Sub-Committee may propose a curriculum change by following the procedures outlined below.

1. A person or committee making a proposal for a curriculum change should submit it on a Form 400 with a Form 401 attached.
 - A. “Curriculum change” is defined as one of the following:
 1. A new course or program offering
 2. Changes in program or course goals
2. The process for making a curriculum change is as follows:
 - A. Forms 400 and 401 will be submitted to the curriculum associate responsible for the subject area to be changed. This proposal will then be reviewed by the appropriate sub-committee.
 - B. The sub-committee will make teachers, grade levels, or departments affected by the change aware of the proposal and may obtain feedback concerning the new proposal.
 - C. The sub-committee will then prepare a written statement recommending action on the proposal and forward it, along with the Forms 400 and 401, to the Curriculum Council.
 - D. The Curriculum Council will vote to either accept or reject the sub-committee’s recommendation and then forward all of the recommendations and forms to the principal or supervising administrator involved with the curriculum change.
 - E. The principal or supervising administrator will make his/her recommendation concerning the proposed curriculum change and will forward all of the recommendations to the superintendent.
 - F. The superintendent will make his or her own study of the proposal. If the superintendent approves the proposal, he/she will present it to the Board of Education for its approval and action. If the superintendent does not approve the proposal, he/she will return it along with written recommendations to the chair of the Curriculum Council.



FORM 400

CURRICULUM PROPOSAL

Fern Ridge School District 28J

1. Name of Course or Activity _____

School _____ Department _____

2. Check One: _____ Change in old course _____ New Course

3. Implementation Dates: Begin _____ End _____
(if short term)

4. Target Group: _____

5. Course Description: Attach the completed “Planned Course Statement”.

6. Rationale: (What problem or need will this proposal resolve? How will this goals be accomplished? Use additional pages if necessary.)

7. Budget Estimate:

	Amount	Explanation
Personnel	_____	_____
Supplies	_____	_____
Equipment	_____	_____
Travel	_____	_____
Other	_____	_____
Total:	_____	_____

Initiator(s) _____ Position _____

School _____ Date _____

FORM 401

SIGNATURES REQUIRED FOR A PROPOSED CHANGE IN THE CURRICULUM

Fern Ridge School District

PROPOSAL IDENTIFICATION: _____

INITIATOR: _____

1. Submitted to: _____ Date: _____
(Curriculum Associate)

Signature: _____ Date: _____

2. Submitted to: _____ Date: _____
(Supervising Administrator)

Signature: _____ Date: _____

3. Submitted to: _____ Date: _____
(Curriculum Council Chairperson)

Recommendations of the Curriculum Council: _____

Signature: _____ Date: _____

4. Submitted to: _____
(Superintendent)

Final action taken: _____ Implementation as submitted is authorized

_____ Implementation with specified modification is authorized

_____ Implementation is not authorized

Explanation: _____

Signature: _____ Date: _____

Attachment E

Form 402

EVALUATION OF COURSE OF STUDY CHANGE

This form is to be submitted by the initiators of every Form 401. It is to be completed at the end of the course or one year, whichever comes first. Copies of this form (402) should be sent according to the following schedule:

A copy will be sent to the Executive Director who will distribute copies to all persons involved.

★★

- A. With reference to the original objectives of this proposal, which of the objectives were met and to what degree?

- B. What were the factors contributing to the failure of those objectives not met?

- C. What techniques were used in evaluating this program?

- D. What recommendations do you have for improving this program?

- E. Do you recommend continuation of this program?

- F. Additional Comments:

Persons Evaluating: _____ Date of implementation of
_____ program: _____
School: _____ Dept. _____
Date of evaluation: _____