

Curriculum Change Process

Any teacher, student, lay person or curriculum subcommittee 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/Planned Course Statement.
 - 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. A Form 400/Planned Course Statement will be submitted to the appropriate Curriculum Team. This may include departments, subject area PLCs, or Building Instructional Leadership Team;
 - b. Designated Curriculum Team will then provide written feedback on the proposal/Planned course statement, and identify a recommending action on the proposal, forwarding it to the building Teaching and Learning Department;
 - c. The Teaching and Learning Department, principal or supervising administrator will make his/her recommendation concerning the proposed curriculum change and will forward all of the forms and recommendations to the superintendent;
 - d. 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 for its approval and action. If the superintendent does not approve the proposal, he/she will return it along with written recommendations to identified Curriculum Body for review and possible resubmission.

Form 400
NEW COURSE PROPOSAL AND PLANNED COURSE STATEMENT
 North Marion School District 15

People involved in the creation/preparation of these documents:			
Course Title:			
Content Area(s) Addressed:			
Proposed NCES Code(s) and Name(s):			
Primary Area of Credit	Amount of Credit:	Targeted Intervention Class	<input type="checkbox"/> YES <input type="checkbox"/> NO
Diploma Requirement(s) met through course (for HS)	District Office/Counseling Office		
Grade Level(s):		SIS Course Number	
Course Length:		Approved NCES Codes	
If it is a new course, does it need to be submitted to OUS or NCAA?		Higher Education	<input type="checkbox"/> YES – OUS <input type="checkbox"/> YES–NCAA <input type="checkbox"/> NO – OUS <input type="checkbox"/> NO–NCAA
		License Requirement	
Identification of Need: Questions To Consider–Give the rationale for your proposal; for example: What problem or need will you try to resolve with this proposed change? What is lacking in the present program which this course change proposal will correct? How will this proposal for change in the curriculum be better than that currently offered? How will this proposed change provide a better educational opportunity for students? Who is being targeted by your proposal? How will they benefit from this new offering?			
Course Description - For use in Student Registration Guide (40 words or less):			
Course Description - Required Pre-requisites:			
Course Description - Proposed Course Materials and Supplies:			
Course Description - Potential Budgetary Impacts:			
Course Description - Identified State Standards:			
Common Core State Standards or Content Standards:		Common Core Literacy Standards:	
Course Description - Identified State Essential Skills Covered:			
<input type="checkbox"/> Read and interpret a variety of texts at different levels of difficulty <input type="checkbox"/> Write clearly and accurately <input type="checkbox"/> Listen actively, speak clearly, and present publicly <input type="checkbox"/> Apply mathematical reasoning in a variety of settings <input type="checkbox"/> Use technology to learn, live, and work <input type="checkbox"/> Think critically and analytically <input type="checkbox"/> Demonstrate civic and community engagement <input type="checkbox"/> Demonstrate global literacy <input type="checkbox"/> Demonstrate personal management and teamwork skills			
Will the course offer opportunities to complete Secure Work Samples			
<input type="checkbox"/> No <input type="checkbox"/> Yes, in the following areas: <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Writing			

School-based Curriculum Body Review and Recommendation			
Reviewed by:		Date:	
Recommendations:			
School-based Curriculum Body Recommends that the course be:	<input type="checkbox"/> Approved as Written	<input type="checkbox"/> Returned for Revision	
Teaching and Learning Department Review and Recommendation			
Reviewed by:		Date:	
Recommendations:			
Teaching and Learning Department Recommends that the course be:	<input type="checkbox"/> Approved as Written	<input type="checkbox"/> Returned for Revision	
District Office Review and Recommendation			
Reviewed by Superintendent:		Date:	
Recommendations:			
District Office Recommends that the course be:	<input type="checkbox"/> Approved as Written	<input type="checkbox"/> Returned for Revision	
Sent to the Board for approval on:	(Date)		