

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 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. A Form 400 or 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 subcommittee;
 - b. The subcommittee 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 subcommittee 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 subcommittee'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 forms and 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 for its approval and action. If the superintendent does not approve the proposal, he/she will return it along with written recommendations to the chairman of the curriculum council.

Teacher, student or lay citizen originates proposal

Department(s) affected by proposal Curriculum grade level(s) sub-committee affected by proposal

Curriculum council

Principal or supervising administrator

Superintendent

Board

Form 400
PROPOSAL FOR INSTRUCTION OR PLANNED-COURSE CHANGE

North Marion School District 15

(Please use the headings in the following format as an organizational guide. Use as many pages as you need in order to properly state your proposal.

I. Proposal Identification:
School _____ Dept. _____

(Assign a title to this proposal; this title should be one which will satisfactorily identify it to the reader. It may or may not be identical to the title which will be used by students.)

II. Identification of Need:

(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?)

III. Target Group:

(Toward whom is this proposal specifically aimed?)

IV. Description of the proposal or planned course statement:

(For change in old course) (For new course)

V. Implementation Dates:

A.Begin _____
B.End _____

VI. Budget Estimate:

	Explanations	Amount
A. Personnel	_____	_____
B. Supplies	_____	_____
C. Equipment	_____	_____
D. Travel	_____	_____
E. Other	_____	_____

VII. Abstract of proposal: (Please attach a one page abstract explaining your proposal)

Date: _____ Initiator(s) _____

Position: _____ School: _____

Signature: _____ Date: _____

FORM 401

RECORD OF TRANSMITTAL FOR PROPOSAL FOR A CURRICULUM CHANGE

North Marion School District 15

Proposal Identification: _____

Initiator: _____

1. Submitted to: _____ Date: _____
(Principal of School)

Recommendations: _____

Signature: _____ Date: _____

2. Submitted to: _____ Date: _____
(Subcommittee Chairman)

Recommendations: _____

Signature: _____ Date: _____

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

Recommendations: _____

Signature: _____ Date: _____

4. Submitted to: _____ Date: _____
(Superintendent)

Action taken: _____ Implementation as submitted authorized.
 _____ Implementation with modification authorized.
 _____ Implementation not authorized

Explanation: _____

Signature: _____ Date: _____

To: _____, Your proposal has been considered by the superintendent for implementation. Please note the action taken as indicated above:

Executive Secretary: _____ Date: _____