

SECTION 274 CURRICULUM ADOPTION PROCEDURE

- I. All curriculum changes (additions or retirements) should be submitted to the Director of Instruction for study. The following information needs to be included with each proposal:
 - A. What does the course consist of (course framework) and how will the course be taught?
 - B. What standards are addressed in the curriculum?
 - C. Who is the course designed for, and how will it impact student learning?
 - D. What materials/textbooks or budget will be needed?
- II. Courses can be submitted with or without Principal's approval; however, Administrative recommendation or lack thereof would be noted. An endorsement sheet shall accompany all proposed curriculum changes.
- III. Upon receipt of a curriculum proposal, a plan for implementation would be designed. The Director of Instruction in collaboration with Administrators and teachers would coordinate this procedure. At this stage a review of the research and exemplary projects would be examined.
- IV. The plan would be submitted to the School Board Curriculum Committee for discussion and consideration. The Committee would make recommendations to the School Board for all additions or retirements of district curriculum.
- V. The suggested time line would be:
 - September: Submit plan for review by the Principal/Director of Instruction
 - October: Research/Analyze/Coordinate
 - November: Submit to School Board

1st Reading - Feb. 23, 1998
2nd Reading - March 9, 1998
Approved - March 9, 1998

SECTION 274 CURRICULUM ADOPTION PROCEDURE

ENDORSEMENT LIST FOR CURRICULUM PROCEDURE

1. TEACHER REVIEW- GRADE LEVEL TEACHERS AND/OR DEPARTMENT TEACHERS

Comments:

2. PRINCIPAL REVIEW

Comments:

3. DIRECTOR OF INSTRUCTION REVIEW

Comments:

4. SCHOOL BOARD CURRICULUM COMMITTEE REVIEW

Comments:

5. DISTRICT ADMINISTRATOR REVIEW

Comments:

DATE: _____ Submitted to the School Board for review.