

Curriculum Council Proposal:



Background:

The Curriculum Council is a standing committee comprised of a minimum of two teachers and an administrator from each organizational level (elementary school, middle school, high school); one counselor; one special education teacher; one ELL teacher, six parents/guardians; and three community members. The Director of Curriculum, Federal Programs and Libraries serves as voting chair of the Council. All curriculum coordinators and supervisors serve as non-voting ex-officio members. The Curriculum Council conducts meetings on a quarterly basis, or as needed.

Procedures for Recommending Changes in the Curriculum:

Any resident of the School District or employee within the school system can submit a proposal for curriculum change.

All proposals for curriculum change are processed in the following manner:

1. Fill out the Curriculum Council Proposal form. (see attached)
2. All proposals having District-wide impact on the curriculum are submitted to the Assistant Superintendent of Academic Achievement who will determine appropriate routing for initial review. The Council acts upon all proposals submitted by the Assistant Superintendent.
3. All proposals impacting an individual school are submitted to the principal for review. In the secondary schools, the proposal must also be reviewed by the appropriate department. The Council acts upon all proposals submitted by the principal.
4. All proposals must be presented one semester prior to the requested time for implementation except for those proposals on which the Superintendent requests more immediate consideration.
5. All recommendations of the Council are submitted to the Superintendent for consideration.
6. A written response from the Council with respect to the action taken is made to the individual or group submitting the proposal.

From Policy IG-R



A Proposal for the Curriculum Council

Name of Course

Author(s):

Date:

- 1. Synopsis of the Proposed Change:**

- 2. Which schools/grade levels are impacted by this proposal?**

- 3. Please indicate the name of the Principal and/or Department Chair who has reviewed this proposal.**

- 4. What are the benefits of this proposed change?**

- 5. What Instructional Resources/Materials or Supplies will be needed to teach the course?**

- 6. Are these resources/materials or supplies currently available or will they need to be purchased?**

- 7. If they are to be purchased, what is the estimated cost? Who will provide the funding?**

- 8. What are possible drawbacks to this proposal?**

- 9. What are the expected short-term and long-term costs of implementing this proposal?**

- 10. What specific training will be required before and after implementation?**

- 11. What is the implementation timeline?**

Please attach an outline of the proposed curriculum.

****The completed Proposal Form must be submitted to the Assistant Superintendent of Academic Achievement at least one semester prior to requested implementation and two weeks prior to the Curriculum Council Meeting.**