MOSCOW SCHOOL DISTRICT #281 <u>Proposal for Curricular Programming Change*</u> To be submitted to the Building Principal

School:	Applicant's Name:
Department/Grade Level:	
Anticipated Implementation Date:	
Chaok and	

Check one:

New	Curricular	Program
-----	------------	---------

____ New Course

____ Other (please explain) _____

* This proposal is not required for administrative decisions related to course modifications/intervention in response to assessment data in language arts and mathematics.

(PLEASE USE ADDITIONAL SHEETS AS NECESSARY)

- A. <u>General Goals:</u> Identify and explain the general goals of the proposed program or course.
- B. <u>Brief Description:</u> Describe how the requested curricular change serves to improve our existing program or courses. Describe the target population and the unique features of the program or course.
- C. <u>Moscow School District Strategic Plan and State Standards Coordination:</u> Explain how the program outcomes mesh with the building's School Improvement Plan, the Moscow School District Strategic Plan and the State Curriculum Standards, and how this program fits with other District programming already in place.
- D. **<u>Detailed Operational Plan Description</u>**: Describe the following aspects of the plan for operation of the program:
 - 1. Describe any special curriculum emphasis in terms of content, methods, or materials.
 - 2. Provide a description of the necessary staff roles in the program. This may include a clarification of the administrative responsibilities and time involved in operation of the program.
 - 3. Describe the criteria and process for selection and enrollment of pupils.
 - 4. Describe the facilities requirements for the program, including amount and design of space and desired location.

Proposal for Programming Change – Page 2

- 5. Present a calendar of tasks necessary to implement the program.
- 6. Describe the probable impact on other schools and programs.
- E. Budget: (include salaries, training, startup costs, grant requests, texts/supplementary materials, special equipment, continuing building costs and any other)
- F. Evaluation Procedures: Describe the planned procedure for evaluation of teachers, pupils, and the program. Annual evaluation of the program should be based on how well the program is achieving District goals and its own goals and objectives. Explain how the information will be collected, what form the information will be in, who will provide the information, and how will the ongoing feedback be incorporated into program improvement and modifications.
- G. Submission: Submit the completed proposal to the Building Principal(s) for approval with signature by September 15, if Board approval is anticipated for the following school year. Once the Principal has signed the proposal, the proposal should be sent to the Administrative Council for approval. The proposal should then be forwarded to the appropriate Subject Area Committee Co-Chairs for approval. After all signatures have been obtained, the proposal should be sent to the Curriculum Director who will bring it to the District Curriculum Committee for review. Proposals approved by the District Curriculum Committee will be forwarded to the Superintendent by January 1, and then brought to the Board of Trustees for final approval. If the Principal and/or Subject Area Co-Chairs do not approve the proposal, a written appeal may be forwarded to the Curriculum Director who will bring it to the District Curriculum Committee for discussion.

Signatures Indicating Approval of this Proposal for Curricular Change:

Building Principal	Date
Administrative Council	Date
SAC Co-Chairs	Date
Chair of DCC	Date
Superintendent	Date