

January 18, 1994

ADMINISTRATIVE MEMORANDUM NUMBER TWENTY-ONE
PROCEDURES TO BE FOLLOWED FOR CURRICULUM CHANGE

1. **Instructional Program Rationale**

Successful instructional programs require solid research foundations based on a comprehensive philosophy of education. Purpose, objectives, methods, subject matter, and evaluation criteria must be clearly identified and appropriately useful. In organizing curriculum, implementing new courses of study, and operating programs, efforts must be cooperative, coordinated, and orderly. New programs or curricula must contribute to the improvement of instruction and acknowledge the district's overall responsibility for accountability.

Because the district believes in change and exists as an entity to smoothly facilitate it, permission from the district is required for any changes in programs, textbooks, experimental classes or instructional materials, and new class offerings being proposed. Application for change must follow the procedures outlined in this memo. The approval of fiction and non-fiction materials for classroom instruction is **not** governed by these procedures but is accomplished instead by referral to the District Complementary Instructional Materials Selection Committee.
2. **Procedures for Initiating Experimental Instructional Programs**
 - a. Use Form SS21-A to apply for experimental programs. A sample is attached to this memorandum. Application may be granted at any time during the school year, however, if approval is to be granted in time for registration, the application should be submitted by October 15 for the year-round schools and December 15 for traditional. This form should be completed by the school administrator and submitted to the appropriate curriculum specialist. For processing, allow a minimum of two weeks and a maximum for four weeks from the date received.
 - b. If the proposal is rejected, the reason will be given in the appropriate area on Form SS21-A and a copy will be returned to the originator and the School Services Director.
 - c. If the proposal is approved, Form SS21-A will be signed by the curriculum specialist, the School Services Director, and the Assistant/Deputy Superintendent. Data Processing will be contacted to assign a course number to the experimental program. At this time, students may be registered/scheduled for the experimental program. Authorization precedes registration and implementation.
3. **Completing the Application Form SS21-A**

The applicant should complete Form SS21-A keeping the following questions in mind:

 - is this request driven by the needs of students?
 - does research support the need for this class or program?
 - does this proposal support and/or comply with district philosophy, policy and instruction?

- will this class or program improve the cultural, social, and intellectual environment for students?
- who is qualified to instruct the class or program?
- are there any other school using a similar program? If so, what have been the results?
- is the request monetarily feasible?
- does this proposal replace an existing class or add an additional course to the instructional program?

4. Evaluation Schedule for Approved Experimental Programs – Form SS21-B

(If, at any point, an evaluation reveals that the program is not successful, it should be dropped from the schedule. Students should be reassigned at the end of the semester.)

- a. The **three-month evaluation** (from the program beginning) will be conducted on-site and documented by building administrator, program teacher and students.
- b. The **first year evaluation** (Form SS21-B) will be conducted by the curriculum specialist and the evaluation committee and submitted to the School Services Director by November 1 (YR) and December 1 (Traditional).
- c. The **second year evaluation** (Form SS21-B) will be conducted by the curriculum specialist and the evaluation committee and submitted to the School Services Director by November 1 (YR) and December 1 (Traditional).
- d. The **final evaluation** (Form SS21-B) will be conducted by the curriculum specialist and the evaluation committee and submitted to the School Services Director by November 1 (YR) and December 1 (Traditional).

All final evaluations will be studied by a committee consisting of School Director, curriculum specialist, a principal, a PTA representative, and teacher(s) of the program. This committee will come to a decision about the success of the program and will recommend whether to approve or deny the experimental program for continuation.

If the experimental program is approved for continuation, the School Services Director will notify the building administrator. The program will be removed from the “experimental status” and added to the curriculum guides if necessary and the appropriate section of the handbook at the next publication.

/s/

Loren G. Burton
Superintendent

**GRANITE SCHOOL DISTRICT
REQUEST FOR EXPERIMENTAL PROGRAM**

Course Title: _____ Initiated by: _____ School _____ Date _____ Course Instructor: _____ Grade Level(s) _____ Department: _____	OFFICE USE ONLY 12 character computer title _____
<input type="checkbox"/> Elective <input type="checkbox"/> Graduation Requirement <input type="checkbox"/> Semester <input type="checkbox"/> Full Year Number of Credits per term: (circle) .25 .50 1.0 2.0	

PROCESS:

Criteria for course offering selection. (Please check at least 2 of the following as it applies.)

<input type="checkbox"/> Core academic subject	<input type="checkbox"/> Contributes to Adequate Yearly Progress for NCLB
<input type="checkbox"/> Directly supports or builds upon the core academic subject	<input type="checkbox"/> Enhances post secondary options

Does research support the need for the class?

Is the course financially feasible?

Is the instructor qualified?

Signatures:

- | | | | | |
|---|-----------------|-----------------------------------|------------------------------------|------------|
| 1. _____
Principal | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |
| 2. _____
Community Council Member | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |
| 3. _____
Curriculum Director | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |
| 4. _____
School Services Director | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |
| 5. _____
Asst Supt, School Services | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |
| 6. _____
Asst Supt, Teaching & Learning | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |
| 7. _____
Asst Supt, Educator Support & Development | Comments: _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected; | Date _____ |

Please return form to the Curriculum Department

**GRANITE SCHOOL DISTRICT
EVALUATION FOR EXPERIMENTAL PROGRAM**

3 month (*) 1st Year Evaluation 2nd Year Evaluation Final Evaluation

Date: _____ Title of Class: _____ Present Enrollment: _____

Name of Instructor: _____

Teacher Statement (Description, Goals, Outcomes): _____

Evaluation (Principal, Curriculum Specialist, and Evaluation Committee): _____

Commendations/Recommendations: _____

Date: _____ Signatures: _____

*Principal, Curriculum Specialist

Evaluation Committee Chair

Comments: _____

Date: _____ Signature: _____

School Services Director

Final Evaluation

Add to Handbook

Rejected