

CURRICULUM DEVELOPMENT PROPOSAL

Please attach your curriculum development proposal that includes all of the requirements in board policy (IF(N) as outlined below.

Teacher(s): _____ Building: _____

Area of Study: _____ Estimated Time: _____

Board Policy IF(N)

Teacher proposals, K-12, for improving specific grade levels, courses or content areas will be made in writing and will include a narrative of the following items:

- The proposal must identify the area in need of study.
- The proposal must identify how the need was determined.
- The proposal must summarize the activities that will take place to improve the curriculum.
- The proposal must identify the anticipated outcome of the study. (What will be produced as a result of this study?)
- The proposal must project the amount of time necessary to complete the study.
- The proposal must include a plan for evaluating the outcome or the final product that results from the study. (How is the new product better than what was available?)

The board of education will pay the base cost of a substitute teacher per 7-hour day to individuals who submit approved proposals designed to improve the curriculum of this district. Proposals designed to develop lesson plans for existing courses would be discouraged. **Sixty hours will be the maximum amount of time allotted for any one proposal.** The goal is to improve the curriculum for the district and not to provide full-time summer employment for certified staff members. Upon completion of the proposed development, a written narrative, describing the work completed, will accompany the request for payment (yellow payroll voucher).

Proposals will be submitted to the building principals and approved by the principal, the director of instruction, and the superintendent of schools.

Signature of teacher(s) making request: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

APPROVAL

Building Principal: _____ **Date:** _____

Director of Instruction: _____ **Date:** _____

Superintendent: _____ **Date:** _____

Please answer the following questions before submitting this proposal:

Explain, in detail, the area in need of study and how this need was determined: (Be specific)

Summarize the activities/steps in this proposal that will take place to improve the curriculum.

Identify the outcome(s) of this proposal. (What will be produced as a result of this proposal?)

What are the benefits of this proposed change?

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

How will this proposal be shared with other staff/department members?

How will this plan be evaluated to know it has made an impact on student learning and/or teacher effectiveness? (How will the outcomes of this proposal meet the needs of students/teachers?)

What is the amount of time necessary to complete the study? (Sixty hours will be the maximum amount of time allotted for any one proposal).