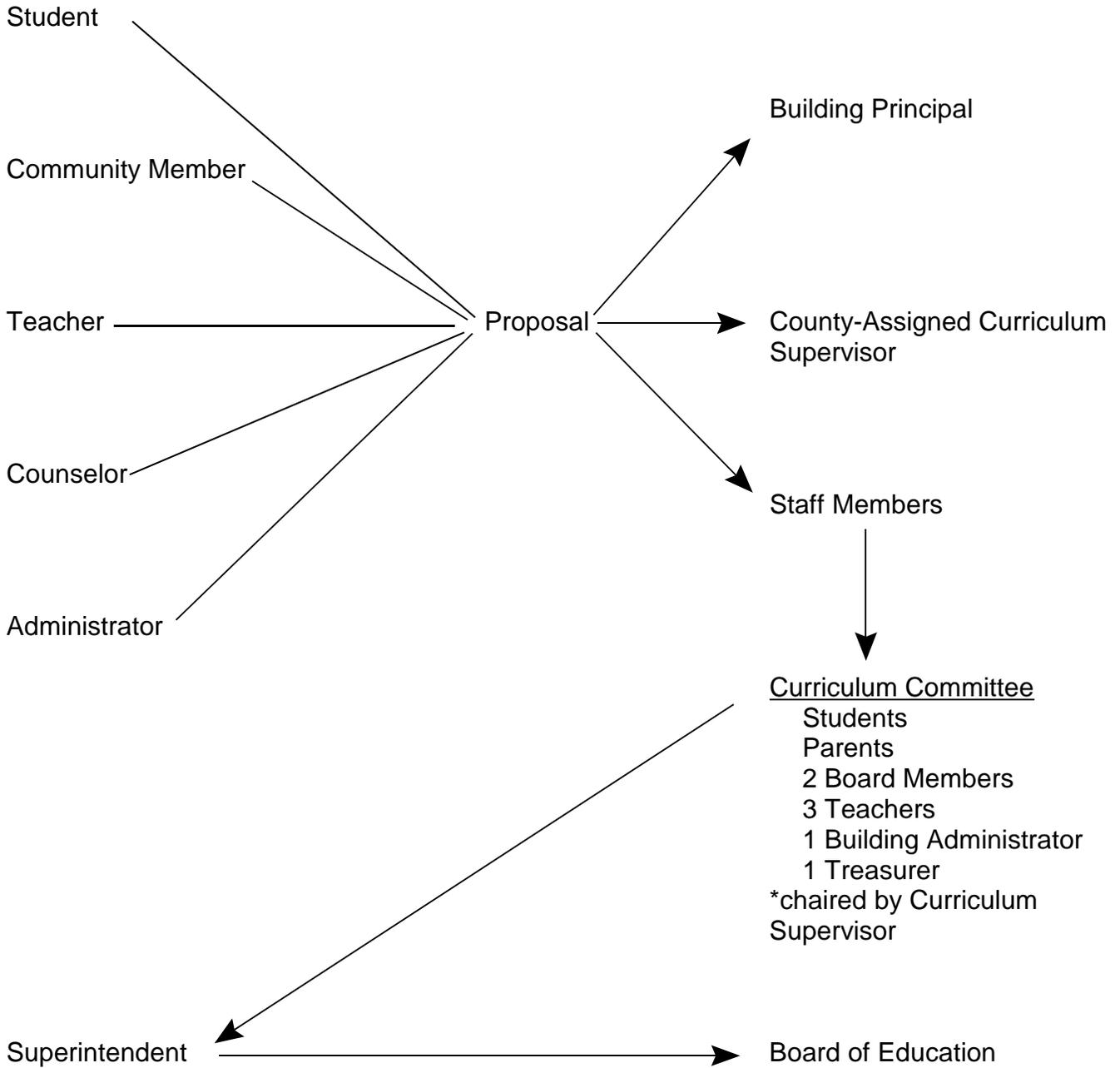


## PROCEDURES TO IMPLEMENT CURRICULUM REVISION

1. Any community member, student, teacher, counselor or administrator can initiate a proposal for curricular change.
2. Proposals may be submitted at any time, but to allow for the required scheduling and budgeting input, in order for a proposal to be considered for the following school year, the deadline is December 1.
3. Discuss your proposal ideas with whomever you think will assist you--parents, students, teachers, counselors, administrators.
4. The steps for initiating and writing a proposal for curriculum revision are:
  - a. Obtain a blank title page from the building principal.
  - b. Establish need for the change--a rationale.
  - c. State the problem.
  - d. Collect and analyze data.
  - e. List the outcomes--expected ends of observable performance.
  - f. Describe the activities--ways of alleviating student need and accomplishing the objectives.
  - g. List materials--instructional tools necessary to perform activities.
  - h. Indicate evaluation process in detail.
  - i. Estimate need of additional personnel.
  - j. Estimate expenditures. (g + i = j)
5. Submit copies of the proposal as follows: at least three (3) copies to the County-assigned curriculum supervisor, one (1) to the building principal, and one (1) to each teacher your proposal will affect.
6. The building principal will read the proposal and will inform the superintendent in writing that a proposal for curricular change has been received.
7. The originator(s) will verbally present the proposal to the building principal, County-assigned curriculum supervisor and any other staff members designated by the curriculum supervisor to achieve maximum understanding of the nature and scope of the proposal.
8. A Curriculum Committee will study the proposal to determine its completeness and will evaluate the proposal using the proposal criteria (Step 4) and transmit it to the originator for modification, if necessary.
9. The Curriculum Committee Chairperson will make a recommendation to either approve or reject the proposal to the superintendent.
10. The superintendent will advise the originator(s) of the final status of the proposal.

FLOW CHART FOR CURRICULUM REVISION



Adopted: February 18, 1981  
Revised: February 21, 1996

Columbia Schools, Columbia Station, OH