

Proposal for Curriculum Addition/Revision Outside of the Cycle

School ~~and Department~~: _____

Content Area

Addition

~~Revision~~ Deletion

Course Name: _____

Name of Teacher Initiating Request:

PLC/Department Chair:

Site Based Administrator:

Timeline: Department Chairperson, Heads, Site Based Curriculum Committee/Teacher must complete the following and submit to the Site based Administrator ~~your Principal~~ by October 1st.

~~PROCESS (Each step must be completed)~~

~~Note: If applicable, a professional discussion and consensus among school administration, department members, faculty, or School Site Council members to support the addition or revision of a course.~~

1. Statement of Need: Rationale/Need for course or change:

2. Department classification, length of course, and credit.

~~2. What are the possible impacts of this change?~~

~~o To your department?~~

~~o Other departments?~~

~~o To your school?~~

3. Statement of purpose and/overview of goals and instructional objectives and aligned state standards. Course is for which grade level(s)? 6, 7, 8, 9, 10, 11, 12

4. Credit toward graduation: Required, or Elective

4. Course/Program Outline

a. 2-3 sentences for the course description to be published in the KPBSD Master Course Guide

b. Prerequisites or recommendations

5. List of materials including core and supplemental resources- including the cost of such materials Semester, or Full Year Course

6. Assessments to measure student progress – including formative and end of course (Benchmark if applicable).

7. Available facilities and personnel

~~5-8.~~ Other pertinent information

Date: _____

Teacher Signature

Date: _____

Department Chairperson Signature

Date: _____

Site Based Administrator Signature

~~6. How will this course positively impact academic achievement on the Alaska SBA or HSGQE?~~

~~7. Write a two three sentence course description to be published in the KPBSD Master Course Guide.~~

~~8. Are there any course prerequisites or recommendations? List and describe.~~

~~9. Check and explain any financial requirements for this course?~~

~~Materials:~~

~~Equipment:~~

~~Staffing:~~

~~Existing Staff~~

~~Additional Staff~~

~~Professional Development~~

~~Staff Development~~

~~Curriculum/Assessment Writing~~

~~10. Types of Materials (check all that apply)~~

~~Text Book Staff Development Software~~

~~Web Site DVD Assessments~~

~~Web Based Other (please describe)~~

~~The materials submitted for approval include digital components* Yes No~~

~~_____ *A copy of the Technology work order is required~~

~~Describe the instructional materials:~~

~~Describe the intended use of the instructional materials:~~

~~11. How many students do you estimate will be impacted by this course or interested in this course?~~

~~12. When will this course be offered for the first time?~~

~~13. Who will be the primary teacher for this course?~~

~~Signatures of Approval from School _____ Date _____~~

~~Teacher _____ Date: _____~~

~~Department Head _____ Date: _____~~

~~School Principal _____ Date: _____~~

~~Curriculum Unit Organizers should be submitted with this application. Each Unit of Study for the course is required for final approval by the Assistant Superintendent of Instruction. Final approval and notification will be decided on or before December 1 of the school year.~~