

# Stafford Public Schools

## Course Modification and New Course Adoption Process

### ❑ By September 30<sup>th</sup>:

Department Chair or Grade Level Leader submits Course Modification or New Course proposal to Principal **after** discussion at the district level Curriculum Team. The Principal approves, denies, or asks for modifications to the proposal.

### ❑ By October 15<sup>th</sup>:

The Principal will meet with the Director of Curriculum and Instruction to discuss the proposals. The Director of Curriculum and Instruction approves, denies, or asks for modifications to the proposal. Principal includes proposals in appropriate budget lines.

### ❑ By October 31<sup>st</sup>:

Solicit feedback from the Curriculum Advisory Council (October Meeting).

### ❑ By November 15<sup>th</sup>:

The Superintendent approves, denies, or asks for modifications to the proposal. Principal includes proposal in appropriate budget lines for the upcoming budget year.

### ❑ By March 15<sup>th</sup>:

Complete and submit a curriculum draft and [Textbook Adoption Request Form](#) to the Director of Curriculum and Instruction. The Curriculum Advisory Council meets to review and suggest revisions or recommend for BOE approval.

### ❑ By May 15<sup>th</sup>:

The Director of Curriculum submits the proposal to BOE Curriculum Committee for approval to develop a full curriculum and adopt the requested textbook.

### ❑ By July 15<sup>th</sup>:

Complete full curriculum as described in the district's Curriculum Review Process. Submit to the Director of Curriculum and Instruction for review.

### ❑ By July 31<sup>st</sup>:

Present full curriculum to BOE for review and approval.

# Stafford Public Schools

## Course Modification and New Course Proposal

**Type of proposal:**      ☐ Modification to existing course      ☐ New Course

**Course Name:** \_\_\_\_\_

**Rationale:**

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**Grade(s):** \_\_\_\_\_

**Level:** \_\_\_\_\_

**Prerequisites:**

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## Course Outline with Goals/Major Performance Expectations for each unit:

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### **Direct Costs**

**Textbook(s):** (Titles, ISBN, Total Cost including shipping and handling, and Vendor contact information)

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**Equipment and Supplemental Materials:** (Vendor contact information and pricing with brief explanation)

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**Staffing Implications:**

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**Other:**

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**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Curriculum:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Due to Building Principal by September 30th**