

New Prague Area Schools Curriculum Writing Guidelines

1. In order for curriculum writing to be approved, one of the following requirements must be met: the subject must be in year two, three or four of the curriculum writing cycle; there must be a demonstrated need for curricular changes in the subject or course; or the subject must be a newly approved BOE course.
2. Curriculum writing is only for BOE approved and adopted curriculum.
3. Request for Curriculum Writing Form should be completed and signed by building principal then submitted to the Curriculum & Assessment Director by May 17th. The request form may be found on the New Prague Area curriculum webpage <http://teacherweb.com/MN/ISD721/Curriculum/ap16.aspx>.
4. If more than one teacher is teaching the given course, all teachers must review the final product and agree upon the proposed curricular changes.
5. Curriculum writing dates must be arranged with the Curriculum and Assessment Director, done on-site, and done between the hours of 8:00 – 3:00 pm.
6. The final product should align with state standards, relate to building level work, integrate technology and literacy strategies, and incorporate common assessments.
7. The final product and time sheets must be submitted to the Curriculum and Assessment Director. Payment will be submitted when final product and timesheets are received.
8. Paperwork must be submitted by June 27th for staff writing curriculum in June.
9. Curriculum writing for 2013-2014 July and August should be turned in by August 26th.

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