

Guidelines/Procedures for Unit Proposals

All unit proposals will be signed by the appropriate administrator using the Unit Proposal Approval form. If the unit proposal comes from the negotiated proposals in the red folder, the principal will sign the Unit Proposal Approval form with the unit description.

If an individual, team or a school writes a unit proposal (not listed in the red folder) the appropriate administrator will sign the form.

Instructional Proposals { For elementary level, Kerry Duersteler will sign the approval form.
For the middle school level, Mary Gottinger will sign the approval form.
For the high school level, Ron Simonis will sign the approval form.

For professional development proposals from a school or IMC, Chris Vento-Bente, the Director of Instruction will sign the approval form.

For mentoring proposals, Joanne Butler will sign the proposals

For proposals for Pupil Services, Kaleen Morkin will sign the approval form.

For Special Education proposals, Kathi Shepardson will sign the approval form.

Upon completion of the units, the respective administrators sign the verification form. A copy of the verification form and the product will be submitted to the respective administrator. Teachers are responsible for maintaining all forms and recordkeeping.

Questions and appeals of unit proposals will go to the Director of Instruction.

The Unit Proposal Approval form will be submitted by all employees working on units and the appropriate administrator will sign the form. When individuals, teams, or schools write a proposal, it must be written on the unit proposal approval form using the checklist/guide form. The Checklist/Guide form will assist the person(s) in including all the necessary components in the proposal. The checklist/guide form should be submitted with the proposal. The checklist will be used by the administrator in approving a proposal and will be returned with feedback so that if a proposal is not accepted; the author can resubmit a proposal to include the criteria described in the checklist.

Appeals and resubmission will be sent to the Director of Instruction for instructional proposals and for Pupil Services proposals, the Director of Pupil Services will review proposals for Pupil Services and Special Education.