



**Amador County Office of Education
Amador County Unified School District**

Procedures for Academic Program Change

Key Protocol:

- If the circumstance arises that an academic program is under consideration for significant change, significant reductions, or elimination, a stakeholder committee will be formed to consider options and make a recommendation to the Superintendent.

Key Principles:

- When making key program changes, it is important to involve the people who are closest to the work to be affected.
- Change processes should involve critical friends and experts.
- Two-way communication between the Superintendent and the Board of Trustees is important to ensure cohesion and understanding among all of the members of the governance team.

Process:

1. Identify the need or reason for a change.
2. Establish related parameters, such as funding and staffing.
3. Develop a stakeholder committee including representatives from the following groups:
 - a. School or program being studied (teachers, staff, principal, parents)
 - b. Instructional Leadership Team (ILT)
 - c. Amador Parent Advisory Committee (APAC)
 - d. District/County Administration
 - e. Labor Leaders
4. Empower the committee to accomplish the following:
 - a. Collect and review historical and current data, including student achievement data and use of surveys, focus groups, and/or open forums
 - b. Research best practices
 - c. Establish a timeline
 - d. Develop a recommendation with one or more options, including the option of no change
 - e. Develop a system for follow-up and support to ensure the success of the change
 - f. Present the recommendation to the Superintendent
5. Superintendent will communicate with the Board through written updates and a Board report, and make a final decision
6. Staff will take action to implement the plan
7. Staff will monitor the change and provide on-going support