

**CODIFICATION REFERENCE NUMBER: M 2210**

**DATE:** June 18, 1996

**REVIEWED:** December 10, 2007

**CURRICULUM DEVELOPMENT**

**RESPONSIBILITY:** Superintendent, Assistant Superintendent, Curriculum Supervisors, Director, Coordinators, Faculty Leaders

**PROCEDURES:**

A.. New Program/New Course Development:

1. Development of a new program or course of study is generally preceded by recommendations made in a Five-Year Evaluation report.
2. New programs or courses of study generally require the completion of a two-year process.
3. Development is initiated by the supervisor or administrator through the completion of the New Course Proposal form, which is sent to the Director of Curriculum and Instruction for approval.
4. The proposal is submitted to the District Curriculum Committee for review.
5. The proposal is submitted to the Board Curriculum Committee for review.
6. The proposal is submitted to the Superintendent of Schools for approval.
7. The new program or course of study is developed by the supervisor or administrator with members of the professional staff.
8. Model programs, state and federal standards, and current educational research are considered when developing a new program or course of study.
9. The new program or course of study is submitted to District Curriculum Committee and Board Curriculum Committee for final review.
10. The new program or course of study is submitted to the Superintendent of Schools.
11. The new program or course of study is submitted to the Board of Education and if

approved is added to the District's program.

B. Revision of an Established Program/Course:

1. The process for revision of an existing program or course of study follows same basic procedures as outlined above.
2. Adjustments can be made in the two-year timeline for completion of the process depending upon the nature and extent of the proposed revision.