

NEW COURSES/PROGRAMS

Initially, the Principals or the Director **submit items 1-11** to the Director of Curriculum to be reviewed by the teaching and learning council. Approved proposals will be sent to the Board of Education Curriculum Committee. Curriculum Committee recommendations will be presented to the full Board of Education.

*Proposal for the subsequent school year should be submitted by January to the teaching and learning committee meeting to provide time for budgeting and planning.

- 1) **School, Course Name/Program, Subject/Area**
- 2) **Name** of proposer and **grade(s)** effected
- 3) **Grade, Level** or **Range** of Ability
- 4) **Description** (Clear and concise overview; 2-3 paragraphs including number and/or frequency of lessons)
- 5) **Rationale** behind the proposal:
 - A) **Why** do we want it? (Provide the results of a needs assessment)
 - B) **What** will it include?
 - C) **How** is it substantially **different** if we have a similar offering?
 - D) **How** will the students **benefit**? (Quality of delivery, assessment & application)
 - E) Are there any **prerequisites**?
 - F) Do we have **certificated personnel** in this area?
 - G) Review any **financial** implications (budget impact)
- 6) Broad **Goals** (for organizational purposes) **& Relationship** to other curriculum (Consider areas of interest or concern such as technology, school-to-career, integration, cultural diversity and equity and partnerships with other organizations.)
- 7) Specific **Objectives & Desired Results**
- 8) **Time** frame (length/frequency)
- 9) **Text** to be used (if applicable)
- 10) Supplementary **Materials** and **Technology** to be used (if applicable)
- 11) **Activities** being considered or suggested

Curriculum Submission must be completed within two months of approval (These details **must** be included in curriculum development or revision. Please follow the format in the Curriculum Management Document.)

- a) **Philosophy** (include goals and objectives from above)
- b) Description of the **Scope and Sequence**
- c) **Instructional techniques** and methods recommended
- d) **Assessment** (Minimum of 3 questions per objective)
- e) Basic **Text** (follow the selection process if new)
- f) **Supplementary** materials/technology
- g) Suggested **Activities** (including field trips)
- h) **Evaluation** (how you will determine the success of the curriculum)

Adopted: 6/11/97
 Revised: 12/13/00
 Revised: 5/11/16