

## **New/Revised Course Development and Adoption Guide**

The Kenai Peninsula Borough School District has the responsibility of maintaining and insuring high quality courses and programs in the curriculum of its schools. Curriculum offerings must meet the rigorous requirements and standards of the Alaska Department of Education. The high school shall meet classification and accreditation standards for the North West Association of Accredited Schools.

Courses/programs recommended for adoption into the curriculum outside of the curriculum cycle ([E 6141 b Curriculum Content Review Cycle](#)) must be submitted in writing to the Curriculum and Assessment Coordinator no later than October 1 each year and contain a complete description with substantial support and justification. The proposal should include:

1. A statement of need
2. Department classification, length of course, and credit
3. A statement of purpose and/overview of goals and instructional objectives and aligned state standards
4. Course/Program outline
5. Research-based instructional methods and strategies for the course/program
6. A list of materials including core and supplemental resources – including the cost of such materials
7. Assessments to measure student progress – including formative and end of course (benchmark if applicable)
8. Available facilities and personnel
9. Other

Following the Curriculum and Assessment Committee's study (or the Curriculum and Assessment Coordinator) and approval, the new course/program will be recommended to the Director of Secondary Education. Following the Director of Secondary Education's approval, the new course will be recommended to the Assistant Superintendent of Instruction for final approval.

### Approval for New or Revised Course/Programs

New or revised course/program: A course or program that has not previously been taught in the Kenai Peninsula Borough School District. The course or program fulfills the requirements necessary to be accepted into the Kenai Peninsula Borough School District Course of Studies

#### Step 1

**Originator(s)** contacts the Curriculum Coordinator to propose a new or revised course and to review the course proposal process. (*E 6141d*)

#### Step 2

**Originator(s)** completes New or revised course proposal form - (*E 6141d*)

#### Step 3

**Curriculum Coordinator** presents completed *E 6141d* to District Instructional Team.  
Administration may request additional information from the originator before making a final recommendation to the Assistant Superintendent.

#### Step 4

**Superintendent** makes recommendation to School Board for final approval and implementation.