

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

Date Submitted: November 16, 1999 December 13, 2005 Date Reviewed: December 13, 2005 January 20, 2009	Number: 500-5
Subject: Curriculum Adoption	Date Approved: December 14, 1999 January 17, 2006 February 17, 2009 Date Revised: December 12, 2005 December 16, 2008 Date Effective: December 14, 1999 January 17, 2006 February 17, 2009

1. **PURPOSE**

To establish curriculum adoption procedures.

2. **PROCESS**

- A. All program and course offerings will be reviewed by the Superintendent of Schools. All courses must meet or exceed guidelines established by the Maryland State Department of Education.
- B. Criteria by which the acceptability of a new program or course offering will be judged include, but will not be limited to, the following questions:
 - (1) Does it have direct relevance to the educational goals of the school system?
 - (2) Have the outcomes of the program or course been clearly identified?
 - (3) Has it been thoroughly studied and/or tested by the staff?
 - (4) Have the costs of implementation been reviewed?
 - (5) Is the proposed course or program replacing an existing one?
 - (6) Is there a clear and reasonable plan for evaluation built into the proposal?
 - (7) Will it meet the needs of a diverse group of learners?
- C. All course offerings must have board approved curriculum in place prior to the first day of program or course implementation.
- D. New programs shall be reviewed by the instructional council.