

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: IGF**

**CURRICULUM REVIEW/COURSE CHANGES**

The Superintendent/Curriculum Coordinator or designee, in cooperation with the building administrators and classroom teachers, will review requests for the development of new courses or the revision of existing courses.

Administrative implemental procedures:

1. Criteria for the development of new courses will be determined by field and subject area needs.
2. The need for a new course or the revision of an existing course must be established prior to initiating procedures for course development and/or revision.
3. Cost factors will be considered regarding availability of teaching materials, supplies and equipment.
4. Course requests must be in writing and submitted by the person or group of persons desiring to develop a new course or revise an existing course.
5. The Superintendent/Curriculum Coordinator, in conjunction with the building administrator, shall see that new courses are properly listed or old courses properly deleted from the course program listing.

Adopted: 1/20/98