

6210	Curriculum Approval Policy
Approval Date:	January 2013
Category:	Academic Achievement
Governance Accountability:	Leadership
Audience:	Employees

It is the policy of Pine Lake Preparatory to follow the North Carolina Standard Course of Study, Common Core State Standards and the Core Knowledge Standards. In order to add courses outside the North Carolina Standard Course of Study to the curriculum, the New Course Proposal must be developed by the appropriate teaching team or department, approved by the Building Head and Head of School. The New Course Proposal must include the following:

1. Proposal Summary: includes a description of the proposed course
2. Justification: list reason(s) why the course is needed and how it benefits students
3. Impact of Implementation
 - anticipated course enrollment
 - affect on enrollment regarding other existing or proposed classes
4. Resources Needed to Support Proposal
 - personnel
 - list of qualified faculty members interested in teaching new course
 - facility needs
 - equipment and supplies
 - approximate total cost for implementing course (initial and on-going)
5. Summary of Faculty Involvement Regarding Course Design: list of teachers participating in proposal development
6. Approval Signature with Dates
7. Attachments: course objectives and syllabus

Adding a course that is currently listed in the North Carolina Standard Course of Study, Common Core State Standards, and Core Knowledge Standards may be done at the request of the Building Heads and with the permission of the Heads of School. Approval will be based on relevance of the course, demand for the course, and funding implications. Any additional courses should be approved and budgeted for by March for August implementation.