

PROCEDURES FOR ADDING A COURSE

Any individual(s) or groups desiring to request the addition of a course to the District's curricula needs to submit two copies of information covering the steps below. One copy is to be given to the appropriate building principal (elementary, middle school, or high school), and one copy to the Director of Instruction.

The proposal for the addition of a course must include the following:

1. A description of the proposed course.
2. A draft of course competencies and their alignment to the learning targets.
3. A written rationale of how the course meshes with the District's educational philosophy, goals, and core abilities.
4. A brief narrative of the need for this particular course, including any pertinent data outlining why this course should be considered.
5. An impact statement (brief narrative), including the data to support the request, indicating any positive or negative impacts the addition of this course would have on other curricula areas. Examples include: Would the addition of this course significantly impact enrollment in other electives? If it is an elementary course addition, what parts of the present curriculum taught would be dropped or not taught in order to create time?
6. A brief narrative statement, including any other important information about the course offering deemed necessary.
7. A narrative of the financial implications of adding the course.
8. A description of how the technology benchmarks would be integrated into the proposed course curriculum?
9. Other important information.

COURSE ADDITION Recommendation Statement Form

A copy of the completed course addition request for the next school year must be filed with the building principal and Director of Instruction by November 15th.

Date Course Proposal Form Submitted to
Building Principal and Director of Instruction: _____

Subject Area Committee Review Date: _____
Check the appropriate statement below:

_____ 1) The _____ SAC concurs with and recommends approval of the course addition under consideration.

_____ 2) The _____ SAC disagrees with and does not approve the course addition under consideration for the following reasons:

_____ 3) The _____ SAC concurs with and recommends approval of the course addition under consideration with the following stipulations:

District Administrator Review Date: _____

Board Committee Review Date: _____

Board of Education Review Date: _____

Name of teacher(s)/group(s) proposing the course for addition:

Name of Course: _____

Length of class: _____ Prerequisites: _____