

New Course Proposal Guidelines

New courses need to be evaluated prior to implementation. The following standards will be used to ensure that the course is aligned to our strategic plan, addresses curricular needs and is cost effective. The rubric is divided into four categories.

New Course Evaluation Standards

1. Aligned to Mission and Strategic Objectives
2. Rationale
3. Course Description/Quality
4. Includes cost/benefit analysis

New Course Proposal Process

1. Teacher fills out course proposal form and submits to department director for pre-review. A meeting may be scheduled to discuss proposal. A decision to move proposal forward will be made.
2. If the proposal is moved forward, the teacher recommending the course will present their course to a team, consisting of building and district administration, teachers from different disciplines, guidance counselor, and a parent representative. The team will discuss and evaluate the new course proposal using a rubric.
3. If course is recommended by the team for approval, the Director will send memo to the Assistant Superintendent for Curriculum and Instruction. If course is not recommended for approval, the team will provide suggestions to the teachers on how to improve new course proposal.
4. The Assistant Superintendent for Curriculum and Instruction will recommend the course for approval to Superintendent.
5. Superintendent recommends the course to the Board of Education for approval.
6. Board of Education approves/disapproves course.