

Adopted: August 20, 2007

Chatfield Public Schools 601.1

Revised: _____

Original 2007

601.1 Procedures for Implementing New Course Offerings

1. Proposals for new courses may come from :
 - Teacher
 - Principal
 - Result of Educational Standards/Legislation
 - Students
 - Parents

2. Overview/Summary draft of content of course to be submitted to superintendent by September 15th of year prior to implementation. Include in the overview:
 - A. What department course would be taught
 - B. Length of course – 1 semester or 2 semesters
 - C. Credits course is worth
 - D. What Standards course would meet
 - E. What grade(s) of students would take the course
 - F. Would this course replace an existing course
 - G. Is this a new offering
 - H. Pre-requisites, if any, required to take course
 - I. Materials/equipment necessary for course to be offered

3. Superintendent will convene a meeting with principal, department representatives and discuss course and make a recommendation to the school board by October of year prior to implementation.

4. November board meeting, board must approve course prior to inclusion in course book.