

INSTRUCTION

New Course Approval

When new courses or major learning experiences lasting one quarter or more in length are introduced, they must undergo an approval process. A “New Course Approval Form” is completed by the person, team, or department planning the course. All relevant information, including pilot results (if any), course outline, objectives, anticipated materials, and start-up costs must be attached to the form and submitted to the building principal. After principal approval, the New Course Approval proposal will be reviewed and approved by the secondary level director and assistant superintendent of teaching and learning. It is expected that the level director will share information about the proposed course with other principals at that level.

Note: If a course has already been approved for use in another school within the district, at a similar grade level, it will not be considered a new course under this regulation.

Pilot Study Approval

Teachers, teams, departments, or buildings may seek approval to pilot new course concepts, new materials related to existing courses, or other significant educational experiences which have not already been approved for use within the district. Courses that have already been approved may also be piloted for significantly different grade levels.

Pilot Study Request form F-2 2121 must be completed and submitted to the building principal. Following principal approval, the request will be reviewed and approved by the secondary level director and the assistant superintendent of teaching and learning.

A course or other experience may not be taught as a pilot for a period longer than one school year. After the first year of use as a pilot, the course or experience must either be terminated or undergo the new course approval process outlined above.

New Course Approval Process

Any teacher, committee or administrator can initiate a new course or changes to a course. The timeline must be followed with appropriate required forms submitted by each deadline indicated on the timeline. The timeline is as follows:

- A. October 15: Deadline to submit completed F1 2121 New Course Approval and all supporting documents to the Teaching and Learning Department.
- B. November 1: Deadline for F1 2121 New Course Approval to be reviewed by the secondary level director.

- C. November 15: Deadline for F1 2121 New Course Approval to be reviewed by the secondary principals group.
- D. December 5: Deadline for assistant superintendent of teaching and learning to communicate decision and next steps.

Adopted: May 1996
Amended: March 2001
Amended: July 2023