

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 “packet” of information will be reviewed and approved by the appropriate level director, the appropriate Curriculum Advisory Committee (CAC) chairperson, and the Assistant Superintendent for Curriculum. 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.

All relevant information will be attached to the “Pilot Study Request Form” and submitted to the building principal. After principal approval, the “packet” of information will be reviewed and approved by the appropriate level director and the Assistant Superintendent for Curriculum.

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.

May, 1996

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