

New Course Proposal Process

Request/Interest: *The process is initiated by an identified need for a new course. This need may be initiated by state legislation, student interest, or staff recommendation.*

1. **RESEARCH**: Schools identify the need, gather student input, and check feasibility.

Data collection encompasses student input (e.g., interest surveys, interviews), relevant student academic performance metrics, detailed course content outlines, verification of alignment with state standards and content area pathways, an analysis of course implementation at comparable educational institutions, an assessment of feasibility within the existing master schedule, adherence to graduation requirements, and an evaluation of the availability of credentialed personnel and resources.

2. **PROPOSAL**: Schools must complete the "Proposal for Course Addition/Deletion/Revision" form, which requires approval signatures from the department chair/grade level lead and principal.

3. **REVIEW**: Curriculum Council reviews and recommends.

School staff present the proposed course to the Curriculum Council, which will review and offer recommendations based on consensus. The Curriculum Council operates as an internal review body, coordinated by the Instructional Services department. Its membership comprises various stakeholders, including directors, coordinators, principals, teachers, instructional coaches, and elected parent representatives from organizations such as the PTA, SSC, and DELAC.

4. **APPROVAL**: School staff present the new course recommendation to the Board for approval.

5. **IMPLEMENTATION**: Instructional Services coordinates the ordering of instructional materials, curriculum development, training staff, and provides ongoing instructional coaching support.