

## **604.2R New Elective Courses in Secondary Schools**

### **Statement**

In the interest of providing a systematic process for proposing and implementing new elective courses in the secondary schools, the following process shall be followed:

1. No new course may be offered by any school until it has been approved through the new course approval process.
2. The proposed course is discussed and reviewed by the appropriate curriculum committee and the committee will recommend the course to be offered or recommend the course not to be offered. Committees are encouraged to consult with secondary principals before submitting a proposal.
3. The Content Specialist, in collaboration with committee member(s), responsible for overseeing the content area of the new course will submit a course proposal that includes:
  - a. the relationship of the proposed course to the current curriculum,
  - b. student learner outcomes for the course,
  - c. sustainability of appropriately licensed staff,
  - d. and the appropriate materials or textbooks required to teach the course.
4. An assessment will subsequently be made as to the impact on the current elective courses, existing instructional programs, and school district budget.
5. The Director of Secondary Education, along with any other necessary secondary administrators and staff, will review the course proposal and assessment considerations and make a final recommendation to the Superintendent and School Board.

Courses offered at one traditional high school or middle school must be offered to students at the other traditional high school or middle school through the course catalog.

The School Board shall approve all newly created elective courses before they are offered in the course catalog.

Adherence to the above process will aid the School District in providing equity among the schools in learning opportunities for students, enhance the importance of curriculum, and assure that there will be proper support for new courses.