



## **Carlynton School District**

### **Procedure: Submitting Proposals for New Courses**

1. New courses to be considered will be shaped by student needs, community needs, state requirements and/or national trends.
2. New courses will be developed by teachers, department chairpersons, and/or Curriculum Coordinators, in consultation with the Director of Curriculum, Instruction and Assessment using the Proposal for a New Course planning form
3. A proposed new course will be reviewed by teachers in the department. Department Chairperson will sign the completed form in the space provided.
4. After department review, the course proposal will be sent to the building principal for review and signature indicating that the proposed course has been reviewed by all appropriate Curriculum Development Committees at the school. The building principal will take into account if the current staffing model will support the implementation. The building principal's signature indicates that the school as a whole supports the course and is prepared to offer it.

Note: Curriculum Development Committee will also be defined as Department Chairs/Curriculum Coordinators and their department members for the purpose of this procedure.

5. The building principal will send the proposed course to the Director of Curriculum, Instruction, and Assessment for approval.
6. The Course Proposal for New Course planning form for the new course, if approved, will be returned to the building principal, and the course description published in the Program of Studies.
7. Guidance will add the new course to the appropriate Course Selection Sheets distributed to the students for registration. The building principal will assign a course number and add the course to the course catalog in the Student Information System (SIS).
8. Once approved, the Department Chairperson and the teacher initiated the new course will be given a blank Curriculum Template from the Director of the Curriculum, Instruction and Assessment for the purpose of the formal curriculum document being written for publication on the District website.