

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

Process and Timeline for Proposing

A New or Significantly Revised Course

PROCESS

- An idea for a new course or revision to an existing course is initiated to address a documented student learning need.
 - A **new course** is one that is not currently in the district data bank of approved courses.
 - A course will be considered **significantly revised** if: (1) it addresses a different set of content standards; (2) it will fulfill a different graduation requirement; (3) it will fulfill a different A-G requirement; (4) the name of the course is changed; or (5) it will have different prerequisites. A course will not be considered significantly revised when the instructional materials or instructional activities are changed.
- The **Course Initiator** of the new or revised course takes his/her idea to his or her **Department Head** for discussion, first-level approval, and advice/support for the development of the proposal.
 - At this step, prior to the actual work of developing the full-blown course of study, the **Course Initiator** and/or the **Department Head** needs to obtain a copy of the particular California Content Standards Map which will drive the design of the new course. (Standards maps are available from the District's Office of Categorical Programs and/or on the District website.)
 - At this step, prior undertaking the actual work of developing the full-blown course of study, the **Department Head** must determine if the same or a very similar course already exists in the district's data bank of approved courses.
 - The **Department Head** should also run the idea by the **Administrator** who oversees his/her department for approval/advice.
- Once the **Department Head** and **Department Administrator** have given initial approval and checked for duplication, the course initiator designs the course and completes the proposal form.
- When the proposal is complete, the **Course Initiator** takes it to the **Principal** for review.
- Once the **Principal** has reviewed the course, suggested revisions if appropriate, and given his/her approval, the course moves on to the **Site Curriculum Committee**.
 - The **Principal** should schedule the presentation to the **Site Curriculum Committee**.
 - The **Course Initiator** should present the course and stand for questioning.
- The members of the **Site Curriculum Committee** should consider the following factors in their deliberations about the course:
 - ❖ *What value will students gain from the course?*
 - ❖ *What does current literature and research say about the learning and skills the new course addresses? Are they learning and skills students need for successful lives in the 21st century?*
 - ❖ *How does the new course support the mission and goals of the school? The community?*
- If the course is approved by the **Site Curriculum Committee**, it moves to the **District Curriculum Committee**.
- *If the course is denied by the Site Curriculum Committee, it may be appealed to the District Curriculum Committee. A copy of the minutes from the Site Curriculum Committee will be*

forwarded to the District Curriculum Committee to provide background for the Site Committee's denial of the course.

- If the **District Curriculum Committee** approves the course, it is recommended to the **Superintendent**.
- The **Superintendent** takes the new course to the **School Board** for final approval. At the point such final approval is given, the new course may be added to the district course of study.
- *Approved courses may be offered to students in any school site's master schedule at the discretion of the site principal.*

TIMELINE

- A new or revised course may be initiated at any time.
- However, new courses must be approved by the **District Curriculum Committee**, **Superintendent**, and **School Board** no later than November 30 of any year for inclusion in the district course of study for the following year.
- Exceptions to this deadline may only be made by the Superintendent.