

NEW COURSE PROCEDURES AND TIMELINE

PROCEDURE

New courses, which support the District's goals, align with the Wisconsin or national adopted standards, and are based on student needs, will be approved on a three-year pilot basis.

1. APPROVAL IN CONCEPT

(No later than the second Friday in August for courses to be taught the following year.)

Any school, department, or individual who desires to initiate a new course must obtain approval in concept from the Director of Instruction and Learning prior to starting steps 2-5 below (see Exhibit 1). The initiator(s) and a building administrator will meet with the Director of Instruction and Learning to present the course for initial review. The presentation includes a general description of course, title, content, student audience, and need.

Subsequent to the presentation, the Director of Instruction and Learning will, by the third Friday in August:

- Approve the course, in concept, to complete remaining steps in the New Course Procedure; or
- Ask for clarification or further development of the concept prior to approval; or
- Involve additional staff in the review process as needed; or
- Deny the course in concept

Required modifications that result from the approval in concept review must be made prior to course submission for final approval.

2. NEEDS ASSESSMENT (see Exhibit 2)

Schools, departments, or teachers must identify and assess the need for a proposed course. The needs assessment includes an analysis of how this course supports the District's goals, connects to the Wisconsin or national adopted standards, and supports content area curriculum as adopted by the Board of Education. The needs assessment should also include a survey of prospective students and parents. The appropriate department(s) must meet and consider the needs assessment information, agree that the proposal has merit, and approve it being forwarded for the next step. The needs assessment is to be completed one week prior to the September Board of Education Curriculum Committee meeting. Based on the needs assessment presented, the Board of Education Curriculum Committee will review and approve or deny the proposal moving forward.

3. ADMINISTRATION REVIEW

After receiving Board of Education Curriculum Committee approval, the course proposer submits a New Course Proposal form (Exhibit 3) to the building administrator. The building administrator(s) review the written New Course Proposal Form and attach the needs assessment documentation to ensure that proponents of the course have demonstrated needs and effectively answered concerns about negative implications for other programs or courses. The building administrator then determines which, if any, other programs are affected and need to be involved in the course development process.

- If the course involves additional hardware, software, or media support, the Director of IT Services also reviews the needs assessment and implication data and signs the New Course Proposal Form.
- If the course involves special needs students or changes a course that currently has special needs students enrolled, the Director of Pupil Services also reviews the needs assessment and implication data and signs the New Course Proposal Form.
- If the course involves a student fee for supplies or materials or has liability implications beyond normal classroom activities, the Director of Finance and Operations also reviews the needs assessment and implication data and signs the New Course Proposal Form.

4. SUBMIT PROPOSAL

(No later than one week prior to the BOE Curriculum Committee meeting in October of the year prior to implementation) The administrator submits the proposal with the appropriate signatures and accompanying needs assessment documentation to the Director of Instruction and Learning who will review for possible submission to the District Administrator for review and consideration. No later than the November Board of Education Curriculum Committee meeting, the Board of Education Curriculum Committee will review and approve or deny the proposal. The full Board of Education will review and approve or deny the proposal at the December Board of Education meeting.

5. NOTIFICATION OF APPROVAL

The building administrator will receive written notification of the pilot course no later than January 1 of the year prior to the pilot course.

6. THREE-YEAR REVIEW OF PILOT COURSE

The building administrator(s) and appropriate teaching staff will conduct a study of the courses effectiveness which will include the results of student achievement data which relates to the Wisconsin or national adopted standards to which the course is aligned, as well as a parent and student survey and course departmental review. At the end of the first year of implementation, a review with the BOE Curriculum Committee will take place and will include feedback from all staff in the department. By the June Board of Education Curriculum Committee meeting of the second year of implementation, the Director of Instruction and Learning will present a review to the BOE Curriculum Committee of the first two years of the pilot course. Prior to August 31, the Board of Education Curriculum Committee will review the documentation and approve or deny the course as a permanent part of the adopted curriculum. The full Board of Education will review the documentation and approve or deny the course as a permanent part of the adopted curriculum before September 30.

7. NOTIFICATION OF ADOPTED CURRICULUM

The building administrator will receive written notification of the course being a permanent part of the adopted curriculum before October 1.

Adopted: 04/23/07
 Revised: 03/09/15
 02/25/19