

Procedure for Proposing New Courses

Any faculty member or administrator may submit a proposal for a new course. New course proposals will be submitted quarterly on a date designated by the curriculum and instruction department. Course proposals will be reviewed by the Curriculum Advisory Committee who will determine if the course should be approved and the curriculum writing process for the course should be initiated.

New course proposals should include the following:

- Rationale for the new course
- Course description
- Content area under which the new course will fall
- Missouri Learning Standards covered by the new course
- Students that will be targeted for the new course
- Data supporting the inclusion of the new course
- Resources needed for the new course
- Teacher certifications required to teach the new course
- Budget for the new course

The Curriculum Advisory Committee will determine the appropriateness of the new course by rating each of the areas above on a four-point rubric. The committee will consider approving any courses that score an average from the group between three and four on the rubric. Courses approved by the committee will be further reviewed by District Administration to determine courses that will go to the Board for final approval.

Teachers and administrators who would like to propose a new course, please follow this link <https://goo.gl/Xjq9gR> to enter the necessary course proposal information.