

Superintendent Procedure 2026SP Addition to Catalog of Secondary School Subjects

Approved by: s/S. Enfield Date: 12/14/11

Dr. Susan Enfield, Interim Superintendent



Introduction

The Catalog of Secondary School Subjects serves as the master list from which schools select the courses they offer. Decisions regarding which courses are offered at a specific school should be made on the basis of student need, high school graduation requirements, and available staff and facility resources.

No courses other than those in the catalog are approved. Persons responsible for preparing the master schedule for a school should be very careful to assign proper course numbers to all of the courses in the schedule. Course descriptions are provided to facilitate that task.

Definitions

1. New Content - Information, skills, or concepts not previously approved by the School Board.
2. Revised Content - Content already approved by the School Board, but organized into a different course format.

Procedures

1. School staff or central staff determines that a new course is needed or desired.
2. Staff reviews the present catalog descriptions of similar courses and determines whether the proposed course would be made up of content new to the course of study or is a revision of content already approved.
3. A proposal for a new course is completed and sent to the Coordinator of Curriculum Support Services.
4. The Coordinator of Curriculum Support Services reviews the proposal and refers it to the appropriate curriculum consultant(s) for comment.
5. The curriculum consultant recommends approval, revision, or disapproval of the course to the Coordinator of Curriculum Support Services. If approval is not recommended, or a revision is recommended, the originator of the proposal is so informed.
6. If the proposed course is made up of revised content, it may be approved by the Assistant Superintendent for Teaching and Learning.
7. If the proposed course is made up of content new to the district course of study, the Superintendent recommends the course to the Board.
8. The Board acts on the recommendation.
9. If the course is approved, it is placed in the CATALOG OF SECONDARY SCHOOL SUBJECTS.

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Revised:
Cross Reference: Policy No. 2026