
2026SP Addition to Catalog of Secondary School Subjects

Introduction

The Catalog of Secondary School Subjects lists all approved secondary courses. Staff responsible for scheduling must use accurate course titles and numbers as listed in the catalog.

Only courses included in the catalog may be offered, but schools may select course offerings based on student need, graduation requirements, and available staffing and facilities.

Procedure for Catalog Additions and Revisions

All new or revised courses must be reviewed and approved as follows before addition to the catalog:

1. **Need Identified:** School or central office staff member identifies the need for a new course or a revision to an existing course.
2. **Proposal Submitted:** A formal course proposal is submitted to central office staff member designated to coordinate the course catalog.
3. **Referral to Curriculum Manager:** The staff member coordinating the catalog reviews and refers the proposal to the appropriate curriculum manager.
4. **Approval, Revision, or Denial of Submission:** The curriculum manager evaluates the proposal and recommends approval, revision, or denial of the course.
 - Proposals recommended for approval will be submitted to the Assistant Superintendent of Academics for final approval.
 - If a proposal is not recommended for approval, the proposal's submitter will be notified and may be provided recommendations for revision.
5. **Addition to Catalog:** Proposals approved by the Assistant Superintendent of Academics are added to the Catalog of Secondary School Subjects.

Policy Cross References:

- 2026 – Course of Study Adoption

Revisions:

- February 9, 2026

Adopted:

- December 14, 2011