

332.1 – EXHIBIT 1 – PROCESS GUIDELINES FOR REQUESTING NEW COURSES FORM

A. Cover Sheet

Identify names and positions of those requesting the new course.

B. Rationale

Provide a clear, complete, concise rationale for the new courses requested. Include such things as:

- Relationship to federal or state initiatives;
- Relationship to District goals and initiatives;
- Research supporting the change, including reference to “best practice” in the particular content;
- Relationships to District curriculum (Reference State Standards and Wisconsin Forward Exam, PreACT, ACT, and Dynamic Learning Maps (DLM) Frameworks [math, reading, and science]).

C. Communication

Provide a list of stakeholders (Director of Instruction, Building Administration, CII Committees, Department Chairs and Departments, WIC, and LHS Cabinet) affected by the new course and a timeline for communication with each group. Communication with stakeholders must occur the school year prior to the formal new course proposal being submitted to the Director of Instruction.

D. Curriculum

Provide a course outline.

Include a brief implementation plan, answering these questions:

- Who will write the curriculum and update the curriculum maps on the webpage?
- When will the curriculum be developed?
- What schedule or staff assignments may need to be changed?
- What professional development needs may be necessary to implement the curriculum?

E. Resources

Provide a description and estimated dollar amount of the following:

- Curriculum Development Time:
Maximum of 24 hours paid at the Curriculum Development rate or two (2) DEU’s
- Staff Development Time
- Instructional Materials
- Staffing
- Space, Equipment, Furniture

F. Statement of Impact

Provide a statement of who and what will be impacted by the proposed change.

Consider the new course in the context of a total program offering (i.e., credits, students eligible). Will a section/course be eliminated so the new course can be added?

CROSS REF.: 334 - Curriculum Evaluation
332.2 - Process Guidelines for Pilot Programs or Curriculum Modifications Form

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