



6220

## New Course Offerings

*Policy 6220*

Original Adoption: 03/28/1972

Effective Date: 09/12/2012

Revision Dates: 12/16/1975, 08/13/1985, 9/11/2012

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### **I. PURPOSE**

Secondary Schools offer courses from the approved District Course Catalog. Courses are aligned with state and district standards and graduation requirements. From time to time changes or additions to the Course Catalog will be suggested. The purpose of this policy is to establish the criteria for adding new courses, revising course descriptions or changing course offerings listed in the District Course Catalog, and to establish the process for approval of such changes or additions.

### **II. GENERAL STATEMENT OF POLICY**

- A. Secondary schools shall use the course descriptions and assigned course numbers in the District Course Catalog to establish their master schedule.
- B. Criteria for adding new courses to the District Course Catalog include any of the following reasons:
  - 1. New academic standards established;
  - 2. Addition of a course of study not currently offered in the Course Catalog that meets an adopted academic standard;
  - 3. New graduation requirements established;
  - 4. Innovations in technology or new areas of knowledge;
  - 5. Expansion of courses to meet the needs of gifted, talented or advanced students;
  - 6. Addressing needs of bilingual and English language learning students not otherwise met;
  - 7. Addressing needs of students receiving special education services not otherwise met;
  - 8. Response to changes adopted in the district's goals or mission statement;
  - 9. Compliance with course requirements for participation in third party educational programs, such as International Baccalaureate, Advanced Placement, College in the Schools, or Project Lead the Way.

### **III. PROPOSALS OF REVISION OF THE COURSE CATALOG**

- A. No new course may be offered by any school until it has been approved through the new course approval process.
- B. The Superintendent shall establish a procedure for the proposal and consideration of new courses, revisions of existing courses, or proposals to delete courses from the Course Catalog.
- C. The Superintendent or Superintendent's Designee shall make the initial determination of whether or not a proposed course should be considered for additions, revisions or deletions to or from the Course Catalog.



- D. The Superintendent shall make recommendations to delete courses from the Course Catalog to the Board of Directors, who shall have the final approval of any deletions.

**IV. EVALUATIONS OF NEW OR REVISED COURSES**

- A. New courses and revised courses shall be designated experimental until such time as they are evaluated to assure that the courses as implemented meet student learning needs and meet the identified academic standards.
- B. Evaluation of the course shall be according to the procedures established by the Superintendent.
- C. On the basis of the evaluation the Superintendent shall make a final recommendation to the Board of Directors to add, revise or discard the experimental course from the District Course Catalog.
- D. The Board of Directors shall make the final decision regarding the addition, revision or deletion of experimental courses from the District Course Catalog.

**V. RESPONSIBILITY**

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. The Superintendent or Superintendent's designee shall publish the procedure for proposing changes to the District Course Catalog.
- C. The Superintendent is authorized to restrict the implementation of experimental courses to particular schools or programs pending evaluation of the experimental course and final determination regarding the course by the Board of Directors.

***Legal References:***

Minn. Stat. §120A.22 subd. 9 (Compulsory Instruction ; Curriculum)  
Minn. Stat. §120B.021 (Required Academic Standards)  
Minn. Stat. §120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. §123B.02 (Powers of Independent School Districts)

***Cross References:***

MPS Policy 5391 (Graduation Requirements)  
MPS Policy 6200 (Curriculum)  
MPS Policy 6210 (Program Descriptions)  
MPS Policy 6221 (Credit by Assessment, Transfer of Credit and Equalization of Credit)  
MPS Policy 6222 (Online Learning)  
MPS Policy 6223 (Credit for High School Courses)  
MPS Policy 6278 (Evaluation of Experimental Courses)  
MPS Policy 6411 (Learning Materials and Resources)