

CURRICULUM CHANGE AND COURSE APPROVAL

Changes in course curriculum and new course development are initiated by the classroom teacher under the guidance and direction of the Principal, administrative liaison, appropriate curriculum committee, and/or the Education and Assessment Services Division. Additional instructional change may be initiated by administration with the approval of the Superintendent or the Superintendent's designee. To this end, the following committees, procedures, and calendar are established.

A. Committees

A District curriculum committee for each discipline or subject area shall be established within the District. The membership shall consist of a department leader or other certificated employee designated by each principal and one administrator from within the District whose function is to act as a liaison with the Education and Assessment Services Division. The liaison administrator will initiate operating procedures of the committee, coordinate committee activities, and provide periodic reports of committee activities and actions to the appropriate Education and Assessment Services Division administrator, who acts in a resource and advisory capacity to the committee.

The Education and Assessment Services Division will facilitate the curriculum development program, coordinate curriculum development, provide staff development programs when feasible, and coordinate course adoption and curriculum approvals with the Board of Trustees.

The role of the curriculum committees shall be:

1. To evaluate curricular implications of new course proposals and:
 - a. Recommend approval of District course outlines to the Assistant Principals, Instruction/Operations, or
 - b. Return the proposed course outline to the author, indicating the reasons for not approving and recommending revisions.
2. To recommend whether a course should be accepted as fulfilling a specific graduation requirement.
3. To review and recommend approval of basic and supplemental textbooks following the District textbook guidelines.
4. To provide districtwide goals and curriculum and instruction objectives pertaining to courses under the purview of the curriculum committee.
5. To study districtwide instructional topics and problems and develop recommendations.

Fullerton Joint Union High School District
AR 6514.11(b)

6. To facilitate districtwide communication regarding curriculum matters among the schools.
7. To participate in and encourage articulation with elementary schools, institutions of higher education, and other educational agencies in areas relating to the curriculum.
8. To promote staff development efforts in support of instructional programs associated with the curriculum committee.

The role of the Assistant Principals, Instruction/Operations, shall be:

1. To evaluate new course proposals and:
 - a. Recommend approval to Administrative Council, or
 - b. Recommend revisions to the curriculum committee or author.
2. To promote districtwide goals and curriculum and instruction objectives in all curriculum areas.
3. To study and make recommendations on districtwide instructional topics.
4. To facilitate communication on curriculum and instruction issues among the schools.
5. To plan, review, evaluate, and articulate with elementary schools, institutions of higher education, and other educational agencies.

B. Procedures for Curriculum Change and Course Approval

1. Individuals proposing a new course shall secure the approval of the site principal prior to proposing a new course.
2. Individuals proposing a new course shall complete a course outline with the following major divisions:
 - a. Course Information (Course Title, Length of Course, Units of Credit, Suggested Prerequisites, Grade Level, Special Course Designation and Number, Course Code)
 - b. Course Description
 - c. Course Content Defined in Goals, Objectives, and Performance Indicators
 - d. Course Content (including information on the Scope, Sequence, and Continuity of the Units of Study)
 - e. Student Assessment

- f. Relevant Instructional Materials
 - g. The scheduled date for review of the course outline cannot be more than seven years from the date of formal approval by the Board of Trustees.
2. The course outline shall be submitted to the appropriate District curriculum committee. This committee shall:
 - a. Recommend approval to the Assistant Principals, Instruction/Operations, or
 - b. Recommend revisions to the author.
 3. Courses which are recommended by District curriculum committees shall be forwarded to the Assistant Principals, Instruction/Operations via the Assistant Superintendent, Education and Assessment Services.

The Assistant Principals, Instruction/Operations shall:

- a. Recommend approval to the Administrative Council, or
 - b. Recommend revisions to the curriculum committee and the author.
4. If the course outline proposal is not recommended by the District curriculum committee or the Assistant Principals, Instruction/Operations, it may be presented by a principal directly to the Administrative Council for consideration.
 5. Course outlines recommended for approval by the Administrative Council will be forwarded to the Superintendent with a recommendation for approval by the Assistant Superintendent, Education and Assessment Services.
 6. The Superintendent will, upon review, determine whether the course outline should be recommended to the Board of Trustees for approval or returned to the course outline development process for modifications.
 7. Following approval of the course outline by the Board of Trustees, the course may be offered in any high school in the Fullerton Union High School District and included in the District Course Catalog.
 8. Only Board-approved courses may be taught in the District.

Pilot courses may be recommended to the Superintendent by a principal. Pilot course proposals must provide a course outline that is approved by the Administrative Council, Assistant Superintendent, Education and Assessment Services, and the Superintendent. In addition, the pilot course proposal must contain a description of the impact of the proposed pilot course on existing instructional programs, District and site budgets and facilities, and any other District or site programs or operations. A plan to evaluate the

Fullerton Joint Union High School District
AR 6514.11(d)

pilot program must be included so as to provide data useful in determining if the pilot course should be considered for approval as a permanent offering at the end of pilot status.

The usual limit for a pilot course is two years. At the end of the pilot period, a course may be presented through normal course approval procedures or the pilot course shall be discontinued.

10. "Mini" courses and other informal classes for which units of credit are not granted need the approval of the school principal and do not require approval by the District committees or the Board of Trustees. Such courses shall meet the provisions of BP 6513.1, BP 6550, AR 6711.11, and AR 6711.12. General information concerning any informal course must be made known to Administrative Council, the Superintendent, and the Assistant Superintendent, Education and Assessment Services.
11. Any substantive changes to a course outline prior to the regularly scheduled review must come about through the course outline approval process outlined above.

C. Calendar

The following calendar is a guideline for thorough planning which will allow adequate lead time for budgetary considerations, staffing and acquisition of needed supplies and materials. It is not to be construed as a rigid, inflexible constraint to imaginative development.

January - September Consideration and discussion of new course outline proposals by teachers.

January - September Consideration of new course outline proposals by the appropriate District curriculum committee.

October Consideration of new course proposals by the Assistant Principals, Instruction/Operations, and the Administrative Council.

October - November New course titles submitted for approval to the Board of Trustees.

December New course titles included in District Course Catalog.

References: Education Code Sections: 35160, 51050-51057, 51200-51269, 51500-51551, 51700-51876, 52300-52414, 54000-54669, 56000-56865.

Regulation approved: August 10, 1979; October 5, 1981; August 9, 1999; September 12, 2000; April 21, 2009