

## PROCESS FOR REVIEW OF 2019-2020 SECONDARY SCHOOL CURRICULUM COURSE OFFERINGS

Each secondary school will review its 2019-20 course offerings and present any recommendations for revisions to its curriculum course offerings for the 2019-2020 school year, using the approved format and procedures. Both academic and Career and Technical course offerings for 2019-20 school year should be presented. Schools will describe the courses/programs they would like to add, delete or modify for the coming school year. **All schools are asked to attend the meeting whether changes are presented or not.**

Please adhere to this guideline and complete the proper paperwork so the process operates smoothly for all involved. *Attached are the forms for deletions, additions, and modifications of courses.*

### **PROCEDURE:**

Check the current Course Code Directory for courses that are being deleted or may be deleted from the 2019-2020 Course Code Directory. Include replacement courses in curriculum for courses which are or will be deleted.

1. List new courses, courses not currently offered at your school, which you wish to offer at your school for the 2019-2020. **(Form A)**  
List each course and reason(s) for its addition.  
Write course number and description for each new course.  
Write prerequisites and/or course sequence for each new course, if applicable.  
Provide a detailed plan as directed in form A instructions.
2. List courses or programs presently offered at your school which will be dropped for the 2019-2020 academic year. **(Form B)** Please clean up the master by deleting courses that haven't been used for some time.
3. Email Executive Director of Secondary Schools if you are planning to change course offerings. This does not include the CTE changes already proposed for your school.

### **MEETING:**

Each school's principal will present its narrative of recommended revisions to the curriculum and instruction leadership team. The meeting for high schools is on **December 16<sup>th</sup>** and middle schools on **February 19<sup>th</sup>** in the LICR.

Please bring **ten (10)** copies of completed forms to the meeting. Decisions regarding approval or denial of proposed revisions will not be made during this meeting. Schools will receive a direct individual response within two weeks of the meeting.

After approval of course offering changes, each school should **create a Curriculum Guide** that is user friendly and appropriately represents the image your school would like to project.

**Once revisions are completed and approved, no other changes, additions or revisions may occur.** Special circumstances will be considered related to unexpected grants only after approval is received from the Assistance Superintendent of Curriculum and Instruction.

SCHOOL DISTRICT OF INDIAN RIVER COUNTY  
Curriculum and Instruction Division

NEW COURSE/PROGRAM PROPOSAL  
FORM A

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**RATIONALE FOR THE NEW PROGRAM OR COURSE:** Attach a detailed plan for how you will staff and fund this course. If it is a program of study, you must detail the phase in over the time period that it would take to be fully implemented. New programs are not guaranteed for next year and will not be approved without a corresponding phased out plan for another program.

**EXPLAIN YOUR PLAN, REQUIREMENTS, AND FINANCIAL IMPACT IN EACH OF THE FOLLOWING AREAS:** (i.e. Software, hardware, material, renewal fees).

**SPACE:**

**EQUIPMENT:**

**TEXTBOOKS/Digital Content:**

Does this course or program support the STEM initiative?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If this is a Career and Technical Education course, is it in alignment with industry certification standards and certifications?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Is this certification related to the certification funding list that will impact school grade?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Is an appropriate academic curriculum in place?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If no, what is needed to obtain or develop the curriculum?

Is an end of course exam developed for this course?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**SCHOOL DISTRICT OF INDIAN RIVER COUNTY**  
Curriculum and Instruction Division

**COURSE DELETION PROPOSAL**  
**FORM B**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**RATIONALE FOR THE PROGRAM OR COURSE DELETION:**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**RATIONALE FOR THE PROGRAM OR COURSE DELETION:**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

**RATIONALE FOR THE PROGRAM OR COURSE DELETION:**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_