

SCHOOL DISTRICT OF MAYVILLE

330-Rule

COURSE ADDITION, DELETION AND MODIFICATION PROCEDURES

The following information must be submitted to the District Administrator for his/her consideration, input and recommendation prior to being submitted to the Curriculum and Instruction Committee of the Board of Education. Proposals must be given to the District Administrator no later than the first week of November in order to be considered for the following school year.

1. Provide the name of the individual(s) making the proposal, the date and the title of the proposal.
2. Provide the general course description including unit headings.
3. Include information related to the following questions:
 - To whom will the course be offered?
 - Who will teach the course and what certification is necessary?
 - Is the proposal based on a need supported by data, student interest or other evidence?
 - Are members of your department, the building principal and building staff aware of this proposal?
 - What priority does this proposal have in the building compared to other proposals?
 - How will the proposal impact other departments in your building?
 - Is the proposal fiscally neutral to the district budget?
 - Is there a written curriculum for the proposed new course?
 - What is the total cost associated with the proposal?
4. Provide justification of need for this proposal.

This information is needed by the District Administrator to validate the proposal. Additional information should be attached to the proposal as needed. All proposals will be reviewed contingent on achievement needs, enrollment, fiscal, written curriculum, facility and meeting the timeline.

APPROVED: May 19, 1997
 ADOPTED: July 7, 1997
 REVIEWED:
 REVISED: November 17, 2003

Signatures of School Board Members:
