

PROCEDURE FOR ADDITION OR ELIMINATION OF COURSE OFFERINGS

1. Suggestions for the addition or elimination of a course may be initiated by individual school personnel with the approval of the principal.
2. Criteria to be considered are:
 - a. Mandates by law
 - b. Recommendation by the NC Department of Public Instruction
 - c. Need for continuation or termination of the scope and sequence of a course already in the curriculum
 - d. Student, parent, or staff request
 - e. Availability of funds for financing the course
 - f. Availability of staff to teach course
 - g. Availability of facilities
 - h. Development of Course of Study
 - i. Availability of instructional materials and texts
3. By October 1, the principal should notify the Superintendent in writing of the school's preliminary interest in adding or eliminating a course for the next school year. The Superintendent will approve or disapprove.
4. A course plan should then be developed by the initiators of the proposal and include:
 - a. A cover letter that explains the rationale for and consequences of the addition or eliminations
 - b. A comprehensive course profile
5. The course plan should be reviewed by the individual school improvement council.
6. The course plan should be sent to the Assistant Superintendent for Curriculum and Instruction who will then present the course to the middle grade or high school principals for input in their "small group" meetings.
7. The course proposal will then be presented to the department heads, at the school level by the principal.
8. The course proposal will then be presented to the principals for a final recommendation with the final decision being made by the Superintendent or his/her designee.