**central Union high school district**

**New course proposal & procedures**

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| **Proposed Course Title:** |  |
| **Department/Content Area:** |  | **Grade Level(s):** |  |
| **Requirements to be Met:***(Graduation &/or A-G Content Area)* |  |
| **Prerequisites** *(if any):* |  |
| **Financial Impacts:** | **Material Costs:** | **Salaries/Benefits:** | **Funding Source:** |

**REQUIRED PROCEDURES:**

1. Proposing teacher and Department Chairperson and/or fellow members of department meet to discuss the need for and feasibility of the course offering.

2. Proposing teacher, Department Chairperson, Principal and Assistant Principal for Curriculum meet to discuss and gain site level approval.

3. Department Chairpersons from both comprehensive high schools meet to discuss course content and come to tentative agreement about curriculum.\*

4. Proposing teacher (and content area colleagues if applicable) develop and submit preliminary course outline to Assistant Principal.

5. Site Principal, Assistant Principal for Curriculum with Assistant Superintendent meet to review proposed outline and identify areas of concern and develop recommendations for revision if needed.

6. Course outline revisions made as needed.

7. Department Chairpersons from comprehensive high schools, Principals (or Assistant Principals for Curriculum) and Assistant Superintendent perform final review and sign form below signifying final approval. (No later than March 15th of year prior to planned implementation)

8. Proposal submitted for Board approval. Proposing teacher should be present to answer questions.

9. If new textbooks are needed, procedures for adoption are to be followed including review/agreement by comprehensive school department staff, opportunity for public review and Board adoption.

10. Course to be implemented following fall. (exceptions may be made for spring implementation for semester-based courses with prior approval of Superintendent)

\* *Specialized courses developed uniquely for Desert Oasis will follow modified process involving the proposing teacher, Principal and Assistant Superintendent.*

**APPROVAL: Date:**

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| **Department Chair Signature:** |  |  |
| **Department Chair Signature:** |  |  |
| **Principal/Ass’t Principal Signature:** |  |  |
| **Principal/Ass’t Principal Signature:** |  |  |
| **Assistant Superintendent Signature:** |  |  |

| 1. **Course Description**
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| 1. **Proposed Instructional Materials**
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| **Primary Textbook Title:****Edition:****Publication Date:****Author:** |       |
| **Other Materials Title(s):****Edition(s):****Publication Date(s):****Author(s):** |       |

| 1. **Key Standards**
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| **First Quarter Key Standards:** |
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| **Second Quarter Key Standards:** |
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| **Third Quarter Key Standards:** |
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| **Fourth Quarter Key Standards:** |
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| 1. **Scope and Sequence**
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| **First Quarter:** |
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| **Second Quarter:** |
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| **Third Quarter:** |
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| **Fourth Quarter:** |
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| **5. Description of Benchmark Assessments** |
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| **First Quarter:** |
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| **Second Quarter:** |
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| **Third Quarter:** |
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| **Fourth Quarter:** |
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| **6. Key Assignments** *(Required for all a-g approved courses)* |
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| **First Quarter:** |
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| **Second Quarter:** |
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| **Third Quarter:** |
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| **Fourth Quarter:** |
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| **7. Instructional Methods and/or Strategies** |
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