

INSTRUCTION

Standard Instructional Program

Approval of New Courses and Deletion or Consolidation of Existing Courses

This regulation supersedes Regulation 3202.6.

I. PURPOSE

To establish requirements and procedures both for the approval of new courses and the deletion or consolidation of existing courses at the high school and middle school levels.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been revised in its entirety.

III. REQUIREMENTS

A new course is any credit or noncredit course or other program of instruction that has not been included in the course selections offered to students in a school in either of the past two school years. Existing courses include any previously approved courses that are currently listed as either standard or optional offerings.

IV. REQUIREMENTS FOR APPROVAL OF A NEW COURSE

No new course shall be announced to the school community, offered for student enrollment, or included in the school's program of instruction until approved in accordance with the procedures established in this regulation.

V. PROCEDURES FOR SCHOOLS TO REQUEST APPROVAL OF A NEW COURSE NOT ON THE FAIRFAX COUNTY PUBLIC SCHOOLS CURRENT LIST OF APPROVED COURSES (FINAL APPROVAL BY THE DIVISION SUPERINTENDENT AND THE SCHOOL BOARD IS REQUIRED. ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE (IB) COURSES ARE EXCLUDED FROM SECTION V., AND SHOULD FOLLOW SECTION VII. GUIDELINES.

A. Before requesting approval of the course, the principal or designated staff members shall work with central office staff members, teachers, guidance counselors, and the

school community to determine the need for and desirability of beginning the new course.

- B. The written request shall be reviewed by the local school's Instructional Leadership Curriculum Committee (composed of department chairs and the principal's designees) and the principal prior to September 15 of the year preceding the school year in which the course is to be offered.
- C. The written request shall include the following requirements: (complete Attachments A and B)
 - 1. Rationale for establishing the course to include the specific Fairfax County Public Schools (FCPS) or Virginia graduation requirement that the course will meet.
 - 2. Course title, course description, identified course code, and course prerequisites, and number of credits to be awarded.
 - 3. Proposed Program of Studies to include standard, benchmarks, and indicators.
 - 4. Additional fiscal resources required including the names of the basal text or texts, if required, and supplementary materials and equipment to be used.
 - 5. Designation of course as systemwide optional or standard offering, pilot, or other and as required or elective.
 - 6. Grade levels at which the course is to be offered and estimated enrollment.
 - 7. The certification, training needs, and endorsements required for the instructors.
 - 8. Evaluation procedures for determining the effectiveness of the course (complete Attachment C).
- D. If the local school's Instructional Leadership Curriculum Committee approves the request, the principal shall forward the completed request to the assistant superintendent for the Instructional Services Department by September 15 of the year preceding the school year in which the course is to be offered. The assistant superintendent for the Instructional Services Department will approve or disapprove the request for final submission to the Course Review Committee (see Attachment D) by October 1. The Course Review Committee shall review all course requests no later than October 31 of the same year.
- E. The assistant superintendent for the Instructional Services Department shall coordinate submission of courses that have been recommended for inclusion on the systemwide list of approved courses for final review and action by the Division Superintendent as well as for action by the School Board (see section X.). By November 30, the assistant superintendent for the Instructional Services Department shall notify, in writing, the principal, and appropriate cluster assistant superintendents of the final decision. The notification shall include a copy of Attachment B for each approved course.

No course approved as a pilot may be added to the systemwide list of approved courses until the offering has been evaluated. No course may be piloted for more than two years. If the course has been approved as a two-year pilot offering, the principal and/or program manager shall evaluate the course at the end of the first year of the pilot according to criteria provided on Attachment C. Evaluation results shall be submitted by September 15 of the second year of the pilot to the assistant superintendent for the Instructional Services Department together with a recommendation to the Course Review Committee concerning the placement of the course on the Fairfax County Public Schools list of currently approved courses for the following year (complete Attachment B).

- F. If the Systemwide Course Review Committee disapproves the request, the assistant superintendent for the Instructional Services Department shall inform the principal and the appropriate assistant superintendents.

VI. PROCEDURE FOR APPROVAL OF A NEW COURSE PROPOSED BY CENTRAL STAFF MEMBERS (FINAL APPROVAL BY THE DIVISION SUPERINTENDENT AND THE SCHOOL BOARD—COMPLETE ATTACHMENTS A AND B).

A proposal for a new course developed by central staff members shall be submitted to the assistant superintendent for the Instructional Services Department and shall follow the appropriate approval procedures described in sections IV. and V. above. (In addition, a course proposal by the Department of Special Services requires the signature of the assistant superintendent for the Department of Special Services). The Instructional Services Department shall work collaboratively with each cluster (or the Department of Special Services, as appropriate) to identify schools in which new courses are to be piloted.

VII. PROCEDURE FOR SCHOOLS TO REQUEST APPROVAL TO ADD, TO AN INDIVIDUAL SCHOOL'S OFFERINGS, A COURSE ON THE FAIRFAX COUNTY PUBLIC SCHOOLS CURRENT LIST OF STANDARD OR OPTIONAL APPROVED COURSES; AP AND IB COURSES NOT ON FAIRFAX COUNTY PUBLIC SCHOOLS' CURRENT LIST OF APPROVED COURSES MUST FOLLOW PROCEDURES IN SECTION VII.

Each school shall establish a local Instructional Leadership Curriculum Committee (composed of department chairs and the principal's designees), which will review written requests to include new courses in the school's current offerings. The request shall include the FCPS course number and the course title. The local school Instructional Leadership Curriculum Committee must act on the request prior to November 1 of the year preceding the school year in which the course is to be offered. If the request is approved by the local school committee, the principal shall forward the accepted proposal to the assistant superintendent for the Instructional Services Department for approval by November 15. The assistant superintendent for the Instructional Services Department shall make a decision and notify the local school principal and the appropriate assistant superintendents by November 30.

VIII. PROCEDURE FOR REQUESTING APPROVAL FOR A SCHOOL-SITE COURSE—HIGH SCHOOL ONLY (FINAL APPROVAL BY ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES—COMPLETE ATTACHMENTS A and E)

Each high school may have the option to create one course specifically designated for that school. No more than one school-site course can be offered per school with the exception of Thomas Jefferson High School for Science and Technology. A school-site course shall not become a systemwide course offering unless it has been approved for placement on the list of approved courses as specified in sections V. and VI.

The course proposal shall include a projection of costs for textual materials, instructional supplies, and additional equipment. The school-site course shall meet the following guidelines:

- The course content shall not overlap with similar course offerings at the school site.
- The course shall have a minimum enrollment of 25 students.
- The course shall be approved by the local school Instructional Leadership Curriculum Committee.

The local school Instructional Leadership Curriculum Committee must act on the request no later than November 1 of the year preceding the school year in which the course is to be offered. If the request is approved by the local school committee, the principal shall forward the accepted proposal to the assistant superintendent for the Instructional Services Department for approval by November 15. The assistant superintendent for the Instructional Services Department shall make a decision and notify the local school principal and the appropriate assistant superintendents by November 30.

IX. PROCEDURE FOR DELETING A COURSE ON THE APPROVED LIST OF STANDARD OR OPTIONAL COURSE OFFERINGS (FINAL APPROVAL BY THE DIVISION SUPERINTENDENT AND THE SCHOOL BOARD—COMPLETE ATTACHMENT F)

Prior to September 30 of each school year, either the local school Instructional Leadership Curriculum Committee or central staff members may recommend courses to be reviewed by the Course Review Committee. During regularly scheduled meetings in the fall of each year, the Course Review Committee shall identify standard or optional course offerings for deletion by October 31 based on the following considerations:

- Relevant content and Program of Studies
- Scope and sequence
- Scheduling and staffing
- Student grouping

Recommendations for course deletions shall be forwarded for final action by the Division Superintendent and the School Board.

X. PROCEDURE FOR SCHOOL BOARD APPROVAL FOR ADDITIONS OR DELETIONS TO THE LIST OF APPROVED COURSE OFFERINGS

Following approval by the Course Review Committee and the Division Superintendent, the School Board shall have final approval for all courses to be added to or deleted from the list of systemwide approved course offerings. The Board will receive the agenda item recommending all course changes prior to November 8 with action scheduled no later than November 30 of each school year.

COURSE REVIEW TEMPLATE

_____ New Course Approval Not Currently on List of Approved Offerings (See Attachment B)

_____ Pilot Course (See Attachment B)

_____ School-Site Course Request (See Attachment E)

_____ Deletion of Existing Course(s) in Middle and High School
(Complete only items 1-10 below; see Attachment F)

1. Course Code: (6 digits) _____
2. Course Title: (18 characters, maximum) _____
3. School Level: (e.g., HS, MS, Both) _____ Grade Level _____
4. School Year: _____
5. Credit Value (e.g., 0.00, 0.50, 1.00, 2.00) _____ Maximum Credit Value _____
No Credit for HS Graduation _____
6. SOL Course (Verified Credit, Yes/No) _____
7. Course Category (Standard _____, Optional _____, Elective _____, Online _____)
8. Course Duration (e.g., YR, SX, QX) _____ Prerequisite _____
9. Course Description
10. Rationale or Justification
11. Proposed Program of Studies
12. Estimated Enrollment
13. Additional Requirements--Fiscal Resources Including Identified Basal Text, Supplemental Texts and Materials, Equipment
14. Certification, Training Needs, Endorsements, Requirements for Instructors
15. Evaluation Procedures

NEW COURSE APPROVAL REQUEST

COMPLETE THIS ATTACHMENT TO REQUEST APPROVAL OF A NEW COURSE NOT CURRENTLY ON LIST OF APPROVED OFFERINGS. Complete this attachment and Attachment A according to the current version of Regulation 3202, section V., or section VI., whichever applies, to request approval to add, to an individual school's offerings, a course not currently on the Fairfax County Public Schools list of standard or optional approved courses.

School Course Title Course Code

PRIOR TO SEPTEMBER 15 - Complete Attachment A.

Principal Date

SEPTEMBER 15 - Submission for approval by local school to assistant superintendent for the Instructional Services Department.

Principal or Director Date
(School-based submission or central office submission)

Assistant Superintendent, Department of Special Services Date

Note: Courses offered through the Department of Special Services require the signature of the assistant superintendent for the Department of Special Services.

OCTOBER 1 - Decision to approve or disapprove request by assistant superintendent for the Instructional Services Department for final submission to the Course Review Committee

- Approved (submit to Course Review Committee).
- Disapproved (return to local school with reason for disapproval).

Assistant Superintendent, Instructional Services Department Date

OCTOBER 31 - Decision by Course Review Committee to approve or disapprove course request. Approved course requests submitted to the Division Superintendent and the School Board for final approval.

- Approved as a standard course offering.
- Approved as an optional course offering.
- Approved as a pilot course offering (pilot may not exceed two years).
- Disapproved (return request to local school with reason for disapproval).

Assistant Superintendent, Instructional Services Department Date

PRIOR TO NOVEMBER 30 - Final approval by Division Superintendent and School Board

- Approved as a standard course offering.
- Approved as an optional course offering.
- Approved as a pilot course offering (pilot may not exceed two years).
- Disapproved (return request to local school with reason for disapproval attached).

Division Superintendent as Designee of School Board Date

NOVEMBER 30 - Notification of final approval to local school principal and the appropriate assistant superintendents.

DATE OF NOTIFICATION

COURSE EVALUATION TEMPLATE

Complete this attachment and send with the original copy of the course submission.

SEPTEMBER 15--Following the completion of the first year of course offering

1. Course Code_____
2. Course Title_____
3. School Level_____
4. Enrollment
 - First Year_____
 - Second Year_____
5. Number of Schools Offering This Course_____
6. Recommended Changes to POS (if changes are needed, attach revision)
7. Itemized Cost of Resources Used:

Textbooks

Supplementary Materials

Equipment

Other

Principal

Date

COURSE REVIEW COMMITTEE

The Course Review Committee shall be a cross-disciplinary team composed as follows:

- Cochairs (directors of middle school and high school instruction from the Instructional Services Department)
- Coordinator of school counseling services (or designee)
- Middle and high school principals (three middle and three high school principals appointed by cluster assistant superintendents)
- Middle and high school directors of student services (two appointed by the Office of School Counseling Services)
- Community members (one appointed by each cluster assistant superintendent)
- Offices of Special Education (one), Career and Technical Education (two)
- High school instruction and K-12 curriculum services (three), middle school instruction (three), English for speakers of other languages (one) appointed by assistant superintendents
- Cluster staff members (two appointed by assistant superintendents)
- Teachers (one middle school and one high school from each cluster)

Committee members appointed by cluster assistant superintendents shall serve one-year terms. All other committee members shall serve two-year terms.

Depending on the nature of the courses being reviewed, staff members from the following offices may also be asked to serve as consultants or ad hoc members:

Office of Media and Training Services
Office of Document Management
Office of Program Evaluation

All appointments must be completed by September 30.

SCHOOL-SITE COURSE APPROVAL REQUEST*
(High School Only)

Complete this attachment according to the current version of Regulation 3202, section VIII., to request approval for a school-site course.

School

Course Title

Course Code

NOVEMBER 1 - Approval by local school Instructional Leadership Curriculum Committee--course request must be accompanied by Attachment A.

NOVEMBER 15 - Submission for approval by local school to assistant superintendent for the Instructional Services Department

Principal

Date

PRIOR TO NOVEMBER 30--Final approval by assistant superintendent, the Instructional Services Department

Approved as a school-site course.

Disapproved (return request to local school with reason for disapproval attached).

*No more than one school-site course can be offered per school with the exception of Thomas Jefferson High School for Science and Technology (section VIII.). Copies should be sent to the Offices of High School Instruction and K-12 Curriculum Services, Career and Technical Education, Student Services, and Document Management.

DELETION OF EXISTING COURSE

In the fall of each year, courses may be submitted to the assistant superintendent for the Instructional Services Department for review by the Course Review Committee for deletion. According to Regulation 3202, section IX., principals or central staff members may recommend courses to be reviewed by completing the following:

PRIOR TO SEPTEMBER 30--Recommendation to appropriate assistant superintendent (Department of Special Services, or Instructional Services Department) to review a course for possible deletion from either the standard or the optional list of offerings

Principal or Central Staff Member Recommending Course Review

Date

OCTOBER 1--Recommendation to approve or disapprove course review request by appropriate assistant superintendent

- Approved (forward to assistant superintendent for the Instructional Services Department for submission to Course Review Committee).
- Disapproved (return request to staff member requesting review with reason for disapproval attached).

Assistant Superintendent

Date

OCTOBER 31--Decision by Course Review Committee. Recommendation as follows:

- Deletion (forward to School Board for final approval).
- Disapproved (return request to staff member requesting review with reason for disapproval attached).

PRIOR TO NOVEMBER 30--Final approval by Division Superintendent and School Board

Recommendation as follows:

- Deletion.
- Disapproved (return request to staff member requesting review with reason for disapproval attached).

Division Superintendent as Designee of School Board

Date

NOVEMBER 30--Notification to local school, appropriate assistant superintendents (attach special considerations, if applicable)

DATE OF NOTIFICATION