

CROWLEY ISD ADMINISTRATIVE REGULATION

Board Policy: EHAC (LEGAL)

Effective Date: May 5, 2008

Revision Date: July 2013

Department Responsible: Curriculum & Instruction

RE: PROPOSED COURSE OFFERING

Before applying for a new or innovative course, please review the Texas Essential Knowledge and Skills (TEKS) and the State Board of Education (SBOE) approved regular and innovative courses. Please ensure that students needs cannot be met by any of the state approved courses.

I. NEW COURSE PROPOSAL – TEKS-BASED

A school district may offer courses in addition to the required curriculum as specified in 19 TAC 74.1 to enable students to master knowledge, skills, and competencies included in the essential knowledge and skills of the foundation or enrichment curriculum.

To request approval the school must submit information that includes the following by submitting both Exhibits A and B that indicate the course has been reviewed by all district campuses teaching the recommended grade level(s):

- (A) a description of the course and its essential knowledge and skills;
- (B) the rationale and justification for the request in terms of student need;
- (C) a description of activities, major resources, and materials to be used;
- (D) the qualifications of the teacher;
- (E) the amount of credit requested;
- (F) the student grade level(s) for which approval is requested, and
- (G) the comments regarding the appropriateness of offering the recommended course provided by other district campuses.

II. NEW COURSE PROPOSAL – STATE APPROVED INNOVATIVE COURSE

The Texas Administrative Code, Section 74.27, Innovative Courses and Programs, allows districts to offer state-approved innovative courses to enable students to master knowledge, skills, and competencies not included in the essential knowledge and skills of the required curriculum. The State Board of Education (SBOE) may approve any course that does not fall within any of the subject areas listed in the foundation and enrichment curricula and the commissioner of education may approve a discipline-based course in the foundation or enrichment curriculum if the proposed course is academically rigorous and addresses documented student needs. Applications for innovative courses are accepted annually by the Texas Education Agency.

With the approval of the local board of trustees, school districts and charter schools may offer any state-approved innovative course for state elective credit. No application is required for a district or school to offer one of these courses.

To request approval the school must first submit the application for a new course, as indicated above, no later than mid-September of the school year prior to the year the campus would like to offer the course. Submit both Exhibits A and B that have been reviewed by all district campuses teaching the recommended grade level(s). Once central administration has approved the course, the course will be placed as an exhibit for discussion at the October board meeting and action at the November board meeting.

III. NEW COURSE PROPOSAL – INNOVATIVE COURSE

A school district may develop innovative or other locally-designed courses to enable students to master knowledge, skills, and competencies not included in the essential knowledge and skills of the required curriculum.

To request approval the school must first submit the application for a new course, as indicated above, no later than mid-September of the school year prior to the year the campus would like to offer the course. Submit both Exhibits A and B that have been reviewed by all district campuses teaching the recommended grade level(s). Once central administration has approved the course, the campus must submit the State Board of Education's Innovative Course application as an exhibit for discussion at the October board meeting

(1) The State Board of Education (SBOE) may approve any course that does not fall within any of the subject areas listed in the foundation and enrichment curricula when the applicant school district or organization demonstrates that the proposed course is academically rigorous and addresses documented student needs. Application may be found at TEA website listed and must be approved by the board in the November meeting <http://www.tea.state.tx.us/curriculum/innovativeprocedures.html>

(2) The commissioner of education may approve a discipline-based course in the foundation or enrichment curriculum when the applicant school district or organization demonstrates that the proposed course is academically challenging and addresses documented student needs.

(3) To request approval from the SBOE or the commissioner of education, the school district or organization must submit a request for approval, by the designated deadline before planned implementation that includes:

- (A) a description of the course and its essential knowledge and skills;
- (B) the rationale and justification for the request in terms of student need;
- (C) a description of activities, major resources, and materials to be used;
- (D) the methods of evaluating student outcomes;
- (E) the qualifications of the teacher;
- (F) the amount of credit requested; and
- (G) the school years for which approval is requested.

Attachments:

Exhibit A – Proposal of New Course Offering

Exhibit B – Proposed Course Scope and Sequence



CROWLEY INDEPENDENT SCHOOL DISTRICT

PROPOSAL FOR NEW COURSE OFFERING

EXHIBIT A

DEPARTMENT _____ DATE _____

CURRENT COURSE OFFERED:
____NOT APPLICABLE or _____

NAME OF PROPOSED COURSE:

TEA COURSE CODE: Number Provided in the Texas Essential Knowledge and Skills

PROPOSED GRADE – LEVEL(S): _____ TEACHER CERTIFICATION REQUIRED:

PROPOSED CREDIT:

COURSE DESCRIPTION:

DESCRIPTION OF ACTIVITIES, MAJOR RESOURCES, AND MATERIALS TO BE USED:

RATIONALE FOR PROPOSED COURSE OFFERING:

FACULTY

PRINCIPAL

____approved _____disapproved

Review by Feeder:
CHS Representative
NCHS Representative

COMMENTS:

DATE

CENTRAL ADMIN or SCHOOL BOARD, if required
____approved _____disapproved



SCOPE & SEQUENCE FOR NEW COURSE OFFERING

EXHIBIT B

Subject _____

Grade Level _____

Date _____

New Course Name _____

First Semester		TEKS	Second Semester		TEKS
1 st Six Weeks Units/Topics •	# of days		4 th Six Weeks Units/Topics •	# of days	
2 nd Six Weeks Units/Topics •	# of days		5 th Six Weeks Units/Topics •	# of days	
3 rd Six Weeks Units/Topics •	# of days		6 th Six Weeks Units/Topics •	# of days	