**TITLE:** Intention to Initiate a New Course for Secondary Instructional Programs

**NUMBER:** BUL-3697.1

**ISSUER:** Jaime R. Aquino, Ph.D.
Deputy Superintendent of Instruction

Nader Delnavaz, Administrative Coordinator
Office of Curriculum, Instruction and School Support

**ROUTING**
- Local District Superintendents
- Local District Administrators of Instruction
- Local District Principal Leaders
- High School Principals
- Middle School Principals
- Local District Counseling Coordinators
- Assistant Principals School Counseling Service (APSCS)
- Secondary School Guidance Counselors

**DATE:** August 18, 2011

**POLICY:** This Bulletin revises the District policy and procedures required to initiate a new or experimental course for secondary instruction.

**MAJOR CHANGES:** This Bulletin replaces BUL-3697.0 *Intention to Initiate a New or Experimental Course for Secondary Instructional Programs* dated May 14, 2007. The content and organization has been updated to reflect current information and to incorporate the UCOP A-G submission process.

**GUIDELINES** The following guidelines apply:

1. INTRODUCTION
   It is expected that all students participate in a rigorous academic program at all Los Angeles Unified School District middle and high schools. It is imperative that all new courses adhere to this policy.

2. INSTRUCTIONS
   - Course developers are expected to consult the Local District Administrator of Instruction for approval before preparing this form, writing the course outline, and selecting instructional materials.
   - Schools that are planning to submit Career Technical Education (CTE) courses should contact the Office of Curriculum, Instruction, and School Support CTE Advisor before beginning this process. Schools submitting CTE courses must complete the CTE Course Template (Attachment E) <u>in addition</u> to the other required documents.
   - All new courses will remain in experimental status until they are evaluated during the first year of implementation.
   - Any experimental course must offer significantly different content from that of existing courses. *Experimental courses may not be used as substitutes for any course in the core instructional program (e.g., English 9AB).*

Course developers are encouraged to review the course descriptions, objectives, and standards of currently authorized courses prior to developing an experimental course in order to avoid duplication.

- High Schools: It is expected that all experimental courses will also be submitted to UCOP (University of California Office of the President) for A-G approval once they are approved by LAUSD. Therefore, high schools should download and complete the Online Update Template for School Submissions and the applicable subject specific template from http://www.ucop.edu/a-gGuide/ag/course_submission_template.html. The completed template should be returned to the Local District Counseling Coordinator at the same time the documentation is submitted to the Local District. The Local District Counseling Coordinator will submit these templates to UCOP upon approval of the experimental course by the Central Office.
- Course developers must use the course description format found on Attachment D.
- Instructional resources for experimental courses are the responsibility of the school site.
  - There should not be any expectation that instructional material or facility funds are automatically generated by the approval of this course.
  - The purchase of appropriate textbooks needs to be considered, as the books may not be eligible for purchase using traditional textbook funds.
- An experimental course may **not** be implemented until the principal receives an official approval and an experimental course number from the Local District Counseling Coordinator.

3. PROCEDURES
   - Schools should send the New Course Description (Attachment D), Cover Sheet (Attachment B), and Approval Sheet (Attachment C) to the Local District Administrator of Instruction by December 1. Schools submitting CTE courses must submit the CTE Course Template (Attachment E) along with the other required documents. Once the Administrator of Instruction and the Local District Superintendent have approved the course, the Local District will forward the documents to the Office of Curriculum, Instruction, and School Support.
   - High Schools should send an electronic copy of the completed UCOP Online Update Template for School Submissions and the appropriate subject specific template to the Local District Counseling Coordinator by December 1 (please see Attachment A for UCOP approval timeline).
   - If the Local District Superintendent does not approve the course, the Local District Superintendent will return the paperwork to the school with reasons for non-approval and/or suggestions for improvement.

- If approved, the Local District Superintendent will send all documentation to the Secondary Programs, Instruction Administrative Coordinator, Beaudry Building 25th floor.
- The Administrative Coordinator of Secondary Programs will route the course description to the following people for approval:
  - Content Area Specialist
  - Advisor, Career and Technical Education (if CTE course)
  - Administrative Coordinator of Secondary Programs
  - Deputy Superintendent of Instruction
- Once approval and signatures are obtained, approval sheet will be sent to the Office of Data, Accountability and Performance Management where the course will be assigned a district course number for SIS.
- The Local District Counseling Coordinators will inform the school of the course approval for the following school year. The school will also receive a copy of the signed approval sheet via school mail.
- If the new course is a high school course, the Local District Counseling Coordinator will submit the course to UCOP for A-G approval and inform the school once a decision is made. UCOP may request a revision of the course which may postpone the A-G approval.
- The experimental course will become effective the following school year after all LAUSD approval requirements have been met and will remain in experimental status until it is evaluated by the Content Area Specialist or designee.

4. COURSE EVALUATION PROCEDURES

Prior to the end of the first year that the course is taught:

- The Central Office Content Area Specialist or designee will evaluate the course through:
  - Class observations
  - Review of student work
  - Consultation with school administrator and teacher.
- After thorough evaluation, the Content Area Specialist will determine if the course should become a valid LAUSD course or if it should become obsolete.
  - If the course is deemed valid, the course number and title will be available to all schools in the SIS courses list for the following school year and the course will be incorporated into the Guidelines for Instruction for the appropriate content area.
  - If the course is deemed obsolete, the course number will be taken off the SIS course directory. The school will not be able to use this course number in the future.
  - If a course is not approved after the first year and the school site wishes to revise the course description, then they must repeat the approval process.

- A-G approval will be determined by UCOP. Any revisions that are requested by UCOP should be incorporated into the course description before it becomes an approved LAUSD course. All high school courses must receive A–G approval prior to becoming an approved LAUSD course and being made available to all schools. **Schools should not attempt to use the course to satisfy the A-G requirements until it receives approval from UCOP.**

5. TIMELINE FOR SUBMISSION
   - Schools should submit all documentation to the local district by December 1 of the school year prior to the year of planned implementation of the course.
   - All experimental courses should be approved by the Local District and the Office of Curriculum and Instruction no later than February 1.
   - The school will receive confirmation from the District at the end of this process.
   - Local District Counseling Coordinators will submit all experimental high school courses for UCOP approval during the month of February.
   - Once it is approved by LAUSD, schools may offer the experimental course during the following school year (Schools may not offer A-G credit for the course until it is UCOP approved).

**AUTHORITY:** This is a policy of the Los Angeles Unified School District.

**RELATED RESOURCES:**
Curriculum Frameworks for California Public Schools
CTE Model Curriculum Standards
LAUSD Guidelines for Instruction and Course Descriptions
- ELA Guidelines for Instruction
- Math Guidelines for Instruction
- History & Social Science Guidelines for Instruction
- Science MS Instructional Guide
- Science HS Guidelines for Instruction
- VPA Course Descriptions

BUL-5185.0, Graduation Requirements for the Graduating Classes of 2012 and 2013, dated February 11, 2011.

**ASSISTANCE:** For additional information, contact your Local District Counseling Coordinator or Nader Delnavaz, Administrative Coordinator, Secondary Programs, Instruction at 213-241-7510 or via e-mail at nader.delnavaz@lausd.net.

For information related to Career Technical Education (CTE), contact Jay Gonzalez, Advisor, at 213-241-7504, or via e-mail at jay.gonzalez@lausd.net.

Attachment A

## Process for Experimental Course Approval

This process must be followed the year prior to the school year the course is to be implemented.

### LAUSD APPROVAL PROCESS

**STEP 1: MIDDLE AND HIGH SCHOOLS**

Consult with Local District Administrator of Instruction regarding experimental course. Submit all documentation to Local District Administrator of Instruction and Superintendent for approval by December 1.

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**STEP 2: LOCAL DISTRICT**

If course is approved, the Local District Administrator of Instruction and Superintendent will submit all documentation to the Office of Curriculum, Instruction and School Support.

If the Local District Administrator of Instruction does not approve request for new course, the documentation will be returned to the school site with explanation for denial or recommendations for change.

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**STEP 3: CENTRAL OFFICE**

Administrative Coordinator of Secondary Programs will route the request for new course to the appropriate office(s) for review and approval.

If **approved**, an SIS course code will be assigned to the course for use in the following school year only.

If **not approved**, school may apply for a new course for the following school year.

⇩

**STEP 4: CENTRAL OFFICE**

Content Area Specialist will work with school site to evaluate course.

If **approved**, the course will become a valid LAUSD course and placed in SIS Courses list.

If **not approved**, course will become obsolete and taken out of SIS Courses list.

### UCOP A-G APPROVAL PROCESS

**STEP 1A: HIGH SCHOOLS ONLY FOR CONCURRENT A-G APPROVAL**

(Needed in addition to the LAUSD course approval process)

Consult with Local District Administrator of Instruction and the Local District Counseling Coordinator regarding the UCOP process for A-G approval. Prepare and submit UCOP templates to Local District Counseling Coordinator by December 1.

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**STEP 2A: LOCAL DISTRICT**

Local District Counseling Coordinator will keep templates on file until LAUSD Central Office approves course.

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**STEP 3A: CENTRAL OFFICE**

The Administrative Coordinator of Secondary Programs will inform Local District Counseling Coordinator of LAUSD approval. Local District Counseling Coordinator will submit templates and new course to UCOP for A-G approval. The timeline for UCOP approval may vary. Schools may not offer the course for A-G credit until approved by UCOP. Local District Counseling Coordinator will inform school when A-G approval is granted or denied.

Note: All documentation for course evaluation must be submitted ONE YEAR PRIOR to implementation of the course. High schools must follow Steps 1, 2 and 3 to obtain LAUSD course approval and Steps 1A, 2A and 3A for UCOP A-G course approval. Middle schools follow steps 1, 2 and 3 only.

Attachment B

*Los Angeles Unified School District*
OFFICE OF CURRICULUM, INSTRUCTION AND SCHOOL SUPPORT

**REQUEST FOR APPROVAL OF A NEW COURSE COVER SHEET**

**To:** _____ **Date:** _____
Local District Administrator of Instruction

_____
Local District Superintendent

**From:** _____
Principal

_____
School

This is a request for approval for the following new course at _____ School for use in the _____ school year. **Note:** New course application must be submitted **one year prior** to course implementation to allow sufficient time for review and approval.

**New Course Title**: _____ **Subject Field/Dept**: _____

**Statement of value of proposed course**: _____
_____
_____

**New Course Description:** See Attachment D **CTE:** _____ **Yes*** _____ **No** *See Attachment E
**Course Term/ School Year**: _____ **Grade Level(s)**: _____
**Course Credits**: _____ **Prerequisite**: _____

**New High School Courses Only: A-G approval process**
All new high school courses must satisfy one of the A-G categories. Requests for approval for new courses that do not meet A-G requirements will not be accepted. High schools should download and complete the Online Update Template for School Submissions and the applicable subject specific template from http://www.ucop.edu/a-gGuide/ag/course_submission_template.html. The completed template should be returned to the Local District Counseling Coordinator at the same time this form is submitted to the Local District.

**Proposed Textbook Needs:**
**Title:** _____ **Cost/Text:** $ _____
**Author:** _____ **Quantity:** _____
**Publisher:** _____ **Total Cost:** $ _____
**Additional costs beyond routine expenditures:** _____
**Fund:** _____

**Contact Person**: _____ **Telephone**: _____

Attachment C

*Los Angeles Unified School District*
OFFICE OF CURRICULUM, INSTRUCTION AND SCHOOL SUPPORT

**REQUEST FOR AN EXPERIMENTAL COURSE**
**APPROVAL SHEET**

**Course Title** _____ **School Name** _____

**TO BE COMPLETED BY LOCAL DISTRICT**

☐ Approve ☐ Do Not Approve _____
Signature - Administrator of Instruction Date

☐ Approve ☐ Do Not Approve _____
Signature – Local District Superintendent Date

**TO BE COMPLETED BY OFFICE OF CURICULUM, INSTRUCTION, AND SCHOOL SUPPORT**

☐ Approve ☐ Do Not Approve _____
Signature – Content Area Specialist Date

☐ Approve ☐ Do Not Approve _____
Signature – CTE Advisor (Required if course is CTE) Date

☐ Approve ☐ Do Not Approve _____
Signature – Administrative Coordinator Secondary Programs Date

☐ Approve ☐ Do Not Approve _____
Signature – Deputy Superintendent of Instruction Date

**TO BE COMPLETED BY OFFICE OF DATA AND ACCOUNTABILITY**

SIS Course Title _____ SIS Course Number _____ CBEDS _____

Signature – Office of Data, Accountability and Performance Management _____ Date _____

Attachment D

**NEW COURSE TITLE**

| | | | | | |
|---|---|---|---|---|---|
| NEW COURSE TITLE: | | | | | |
| RATIONALE FOR ESTABLISHING NEW COURSE: (This statement will be utilized in preparing a description of the revised course for inclusion in the next updating of the Secondary School Curriculum: Guidelines for Instruction.) | | | | | |
| | | | | | |
| COURSE DESCRIPTION: (Identify State Content Standards to be emphasized in the course. | | | | | |
| | | | | | |
| PROPOSED TEXTBOOK: | | | | | |
| AUTHOR: | | | | | |
| PUBLISHER: | | | | | |
| Is this a CTE Course? | | YES | | NO | |
| | | If yes, complete Attachment E in addition to this form) | | | |

| Current Standards | Performance Standards | Instructional Units | Pacing Plan (Time line) |
|---|---|---|---|
| | | | |

Attachment E

Los Angeles Unified School District
**Career Technical Education**
COURSE TEMPLATE
(Secondary Non-ROCP)

| | | | | | | |
|---|---|---|---|---|---|---|
| Course Title: | | | | | | |
| Prerequisite: | | | | | | |
| Course Level: | | Introductory | | Concentrator | | Capstone |
| Sample Course Sequence: | | | | | | |
| Course #: | CBEDS Title: | | | | | |
| CBEDS #: | | | | | | |
| CTE Industry Sector: | | | | | | |
| Career Pathway: | | | | | | |
| Course Description: | | | | | | |
| Instructional Units: | | | | | | |
| Instructional Hours per Semester: | | | | | | |

Samples of appropriate foundation and pathway standards for course

| | |
|---|---|
| Foundation Standards: | |
| | |
| Pathway Standards: | |
| | |

Attachment E

**SAMPLE PERFORMANCE TASK**

| STANDARD NUMBER | STANDARDS |
|---|---|
| | |
| | |
| | |
| | |
| | |

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|---|
| |

*Performance Task Rubric or Scoring Guide*

| STANDARD | ADVANCED | PROFICIENT | BASIC | BELOW BASIC |
|---|---|---|---|---|
| | | | | |

Attachment E

Text Books and Supplemental Resources:

| |
|---|
| |

Sample Pathway Occupations:

| | | |
|---|---|---|
| High school (Diploma) | | |
| Postsecondary training (Certification and/or AA degree) | | |
| College or University (bachelor's degree or higher) | | |