

Standard Operating Procedures



Chief Academic Officer

Dr. Demetrus Liggins
Superintendent

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Physical address: 450 Park Place • Lexington, KY 40511

Mailing address: 1126 Russell Cave Road • Lexington, KY 40505

<http://www.fcps.net/>

New Course Requests for Future School Years

Purpose	<p>To promote academic excellence by ensuring all students have equitable access to districtwide courses and curriculum, the courses in each school shall be aligned with international, national, state or district standards. In addition:</p> <ul style="list-style-type: none">• Course content must be applicable to be taught anywhere in the state• Course content must be unique and not currently offered in the course list• Course content must be aligned to Kentucky Academic Standards or CTE• technical content <p>KDE Uniform Academic Course Code Site: http://education.ky.gov/curriculum/modcurrframe/Pages/Kentucky-Uniform-Academic-Course-Codes.aspx</p>
Policy	<p>Courses shall be reviewed by the Principal and school based decision making council (SBDM) and where applicable by the Principal/Chief in district-operated programs (A5/A6 Programs) per KRS 160.345, comply with the goals established by KRS 158.645, and align with KDE's uniform academic course codes as per 704 KAR 3:540. The courses created shall comply with all applicable state and federal statutes and regulations.</p> <p>EXCEPTIONS:</p> <ol style="list-style-type: none">1. CTE courses (Grades 9-12) do not need approval if:<ul style="list-style-type: none">• The CTE pathway containing the course has been approved for the school, AND• The course is contained in a KDE-approved CTE pathway2. Dual Credit courses offered by a college do not need approval if:<ul style="list-style-type: none">• A Memorandum of Agreement (MOA) is signed by the college, AND• A Dual Credit state course code aligns with the course3. Alternate Assessment Student Course of Study special education courses do not need approval.4. Noncredit "Placeholder" courses (Grades 6-12) do not need approval.5. Changes to course instructional settings do not need approval.

Procedures

Based on student needs and interests that indicate the potential need for a new course, teachers, school leaders and department chairs at each school will use a district form/checklist and collaborate to:

1. Define the overall course description by:
 - a. Providing the Grade Level for the course code consideration.
 - b. Providing a detailed description of the course including the topics to be covered and course title.
 - c. Identifying why none of the courses that currently exist are not suitable for the content covered in the requested course
 - d. Developing a course outline.
 - e. Aligning the course with international, national, state or district standards as well as the state code.
 - f. Identifying the appropriate certifications required to teach the course (*See the Kentucky Uniform Academic Course Codes list under "All with certifications"*)
 - g. Define the course goals and objectives by:
 - i. Stating the course objective.
 - ii. Determining how the course relates to Kentucky Academic Standards.
 - iii. Developing assessment strategies.
 - iv. Developing a course outline.
 - v. Creating a course syllabus.
 - h. Determine the target population and course specifics by:
 - i. Using data to identify the students whose learning needs and interests necessitate provision of the course:
 1. Phase level (General or Advanced)
 2. Student population (Special Education, EL, etc.)
 - i. Based on the target population and course objective, develop course specifics:
 - i. Number of terms taught. (If not year-long, provide justification as to why.)
 - ii. Amount of credit to be assigned per term (If not half credit per term, provide justification as to why.) (Grades 9-12)
 - iii. Course pre-requisites
 - j. Discuss other considerations:
 - i. Textbooks and other materials needed
 - ii. Other costs associated with the new course
 - iii. Space requirements
 - iv. Resources that may be used to offset costs or other requirements
 - k. Develop a method for evaluating the course based on goals and objectives.

2. Submit the form to the school principal **by October 15th**. The principal will:
 - a. Review information submitted by teachers, PGES Coaches and department chairs to:
 - i. Ensure the new course and content relates to the school's mission and purpose
 - ii. Ensure the new course and content provides equitable opportunities for all students
 - b. Approve, deny or revise
 - i. **By November 1st**, upon approval, the principal will simultaneously:
 1. Take the request to SBDM council
 - a. In the absence of SBDM council submit the request to the School Chief and Chief Academic Officer.
 2. Submit the request to coursecode.help@fayette.kyschools.us where the district course committee will begin the review process. New requests will be considered in the order received.
 - ii. If denied, the principal/district operated program director will inform the submitting staff reasons for the denial.
 - iii. If revisions are needed the principal/district operated program director will send back to the submitting staff for appropriate revisions. Once staff revises, revisions are sent to the principal for approval.
3. Pending notification of SBDM council approval, the district course committee will:
 - a. Review information submitted by the school
 - i. Ensure the course content and description aligns with the appropriate state code and curriculum – Non-negotiable
 - ii. Determine if there is a current course in the district catalog that meets the needs of the school
 - iii. Ensure the course and content is in compliance with other areas impacted by the course creation (e.g., NCAA, EL, Special Education) – Non-negotiable
 - iv. Verify the identified certifications to teach the course are appropriate – Non-negotiable
 - b. Verification
 - i. If all non-negotiable items are in compliance with the district and/or state policies, the committee will await documentation (meeting minutes) from SBDM council, or Chief Academic Officer in district operated programs, indicating that the course has been approved.
 - ii. If any non-negotiable items are out of compliance with the district and/or state policies, the committee will contact the school principal/program director to initiate revisions. Revisions will again go through the committee review process.

4. The district course committee will receive SBDM council/districted operated program director or CAO approval documentation **by November 15th**:
 - a. If no changes have been made, the school will be notified of the course number and title **by December 1st**. New requests will be considered in the order received.
 - b. If SBDM council/district operated program director or CAO has made any changes, the district course committee will review the changes and, if the course and content is still in compliance with district and state policies, the school will be notified of the course number and title **by December 15th**. New requests will be considered in the order received.

FCPS Course Code Help Line: coursecode.help@fayette.kyschools.us

Definitions

New Course – Any course that has not been taught by the identified school during the past three school years.

People

(for general questions and information)

Kate McAnelly, Chief Academic Officer
Email: kate.mcanelly@fayette.kyschools.us

Sherri Heise, Secondary Director of Teaching and Learning
Email: sherri.heise@fayette.kyschools.us

Rose Santiago, Associate Director of Minority Recruitment and Retention
Email: rose.santiago@fayette.kyschools.us

(for certification-related questions and information)

Cindy Godsey, Associate Director of Certified Personnel
Email: cindy.godsey@fayette.kyschools.us

(for high-school specific questions and information)

James McMillin, Chief of High Schools
Email: james.mcmillin@fayette.kyschools.us

(for middle-school specific questions and information)

Tracy Bruno, Chief of Middle Schools
Email: tracy.bruno@fayette.kyschools.us

(for technology-related questions and information)

Jill Tuttle, Supervisor-Systems Integration
Email: jill.tuttle@fayette.kyschools.us

Dana Hendrickson, Database Administrator
Email: dana.hendrickson@fayette.kyschools.us

Jodi Jelinek, Microcomputer Specialist
Email: jodi.jelinek@fayette.kyschools.us

Daphne Jenkins, Data Engineer
Email: daphne.jenkins@fayette.kyschools.us