

## Homer Central School District

## PROPOSED COURSE ADDITIONS/DELETIONS FORM

Whenever a course is added or deleted, it is extremely important that the appropriate procedures are followed. This ensures all individuals concerned have input and understand the implications of the change.

The teacher or administrator desiring to add or delete a particular course should meet with the department Curriculum Area Lead Teacher (CALTs)/Director and discuss the rationale for desiring the change. All implications of the change should be discussed. Following the meeting, the teacher completes the following Proposed Course Addition/Deletion Form and presents it to the CALT/Director for his or her recommendation.

<b>Course Title:</b> <b>Delete</b> (circle one)	AP French	<b>Add or</b>
<b>Department:</b>	World Languages	
<b>School:</b>	Homer High School	
<b>Rationale:</b>	The AP designation would enhance the transcripts of my advanced students. Parents might not let <del>the</del> their children sign up for French if it's not offered but it is	
<b>Anticipated Student Outcomes:</b>	Students will achieve a higher level in French before graduating -	
<b>Duration of Course:</b>	All year.	
<b>Proposed Units of Credit:</b>	1	
<b>Class Sessions per Week:</b>	5	
<b>Prerequisites:</b>	French IV	
<b>Grade Level Appropriateness:</b>	Senior	
<b>Projected Student Enrollment:</b>	≈ 5	

<b>Estimated Number of Sections:</b>	1
<b>Staff Needed:</b>	1 French teacher.

<b>Course Addition Budget</b>	
<b>Estimated Costs – Year 1</b>	
A. Staff	
Number of Staff (not including CALT): _____ at _____ for _____ hours = \$ _____	
<i>Contractual Rate</i>	
B. Outside Consultants: _____ at \$ _____ per day = \$ _____	
C. Materials & supplies needed for curriculum mapping that are not available in your building. = \$ _____	

*Note: Approved courses must go through the District's textbook selection process. Budget for textbook and other resources is not required at this time.*

**Recommendation:**

1. **Curriculum Area Lead Teacher** Recommended / Denied (Please circle)

Name: Deant Williams Department: World Languages Date: 24 Oct 16

2. **Building Principal** Recommended / Denied (Please circle)

Name: [Signature] Date: 10/12/16

3. **Review by CALT group** Recommended / Denied (Please circle)

Name: [Signature] Date: 10/13/16

4. **Director of Instruction and Evaluation** Recommended / Denied (Please circle)

[Signature] 10/13/16

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Instructional Leadership Council**

Recommended / Denied (Please circle)

Name: Shelly

Date: ILC meeting 10/19/16

**6. Superintendent**

Recommended / Denied (Please circle)

Name: Nancy S Ruscio

Date: 10-24-16

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_