

Board of Education Policy 3.3000
Administrative Procedure

Procedures for High School Course Additions and Deletions

1. Teachers wanting to add or delete a course from their current course offerings must gain approval from their department, complete the appropriate paperwork, and submit request to the principal.

For a course addition, Criteria for High School Course Addition and all attachments must be completed. For a course deletion, Criteria for High School Course Deletion must be completed.

2. The BLT and principal must approve the course addition and/or deletion request. The principal must sign Criteria for High School Course Addition and/or Criteria for High School Course Deletion.
3. Ten (10) copies of Criteria for High School Course Addition and all attachments and/or ten (10) copies of Criteria for High School Course Deletion must be submitted to the Catawba County Schools' Assistant Superintendent for Instruction by December 7, 2001.
4. The course addition and/or course deletion request will be routed to the appropriate director for review (Catawba County Schools' High School Director for Standard Course of Study addition/deletion or the Catawba County Schools' Workforce Development Education Director for Workforce Development addition/deletion or the Catawba County Schools' Exceptional Children's Director for Exceptional Children addition/deletion.)
5. If the appropriate director approves the course addition/deletion, the request is submitted to the Assistant Superintendent and Superintendent for approval.
6. The Superintendent will submit the request to the Catawba County Schools' Board of Education for final approval.

Superintendent

Date