



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	New Course Approval Procedure for Junior High, High School and College Pathways
Policy Number:	IIAC-TCA-E-3
Original Date:	
Last Reviewed:	5/11/2022
Category:	Instruction
Author:	Dean of Secondary Educational Philosophy
Cabinet Level Owner:	Director of Academic Services

## INTRODUCTION

The Department Lead Teacher, Building Principal, Dean of Secondary Educational Philosophy, and Director of Academic Services will review and approve all new course proposals prior to acceptance by the TCA Board of Directors. Teachers must submit proposals for new courses at least eight (8) months prior to (on or about December) new course implementation.

**PHASE 1:** Department Lead Teachers (DLTs) will distribute the phase one course approval form (IIAC-TCA-E-6) to all members of their department within the first week of October. Teachers must submit the completed form to their DLT no later than the first Monday in November in order to be eligible for consideration the following year. DLTs will provide the DSEP with all forms by COB on the first Monday in November. Upon review and acceptance of the initial proposal by the DLT and DSEP, the requesting teacher will then proceed to Phase 2 in order to provide more detail for the proposed course.

**PHASE 2:** Requesting teachers will complete and submit to their DLT the Phase 2 new course proposal form (IIAC-TCA-E-6) no later than the second Friday in November. If the PHASE 2 proposal is accepted by the DLT, principal, DSEP, and DAS, it will be submitted to the TCA Board of Directors at the December Board meeting.

This TCA policy replaces ASD20 Policy IIAC-E-3.

### Cross Reference:

IIAC-TCA	Selection of Instruction Materials and Textbooks
IIAC-TCA-E-1	Selecting Age-Appropriate Supplementary Materials/Copyright Rules Procedure
IIAC-TCA-E-4	Request for Administrator Approval to Show Film Resource
IIAC-TCA-E-5	Curriculum Evaluation Form
IIAC-TCA-E-6	Phases 1 & 2 New Course Approval Forms
ASD20 IGAC	Teaching About Religion
ASD20 IGAC-R	Teaching About Religion Procedure
ASD20 IIAC-E-2	D20 Worksheet for Selecting Supplementary Materials
ASD20 IMB	Teaching About Controversial Issues

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
12/3/2012	Updated for clarification	Dean of Secondary Educational Philosophy
6/3/2015	Updated for clarification	Dean of Secondary Educational Philosophy
9/13/19	Updated cross-reference policies.	Compliance Specialist
5/11/22	Updated policy number from IIAC-TCA-E-4 to IIAC-TCA-E-3 and cross-reference policies to be consistent with D20 policy numbers.	Compliance Officer