



COURSE APPROVAL PROCEDURES

Pre-Approval of Course Approval

Only those courses that are included in the LHS District Curriculum -- District Essentials or those approved on a waiver are to be offered or scheduled at Lonoke School District.

The course numbers, titles, descriptions, and other parts of the course outlines included in the course catalog will be used by LHS in preparing content for a course or for instituting courses.

Course approvals are necessary for any course included in the 38 courses required by the Standards of Accreditation or for any course satisfying the 22 credits required for graduation:

- If they do not have an approved Arkansas Curriculum Framework.
- If they are not part of the College Board Advanced Placement (AP) Program.
- If they are not part of the International Baccalaureate Program.

Course approvals are also required if the district would like for an honors course or one with concurrent credit to have weighted credit. Course approvals are also necessary when a high school course is taught at the middle school for high school credit.

Prior to applying for a course approval with the Division of Elementary and Secondary Education, an application must be filed and approved the LPSD Superintendent and the Director of Curriculum. The completed application must be submitted by October 1 for course approvals to be effective for the following school year. ***Note:** No additional courses may be offered without principal and district pre-approval.

Before completing the High School [Course Proposal Form](#), print the [Principal's Approval Form](#). You will need to upload this form into the High School Form linked below.

Complete: High School Course Proposal Planning Forms

Procedure:

1. New courses to be considered will be shaped by student needs, community needs, and/or national trends. Courses not authorized to meet graduation requirements must conform with provisions of the procedural directive on High School Elective Credit.
2. New courses will be developed by teachers, department chair, and/or in consultation with the District Curriculum Director using the High School Course Proposal Planning Forms.
3. The proposed new course will be reviewed by the building principal. The principal signature indicates that the school as a whole supports the course and is prepared to offer it.
4. The principal will send the proposed course to the District Curriculum Director/Assistant Superintendent for High School approval.
5. The Course Proposal Planning Form for the new course will be returned to the District Curriculum Director who will publish the course outline and distribute it to the appropriate personnel for inclusion in the LHS Course Catalog. ***Note:** No additional courses may be offered without principal and district pre-approval.