

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: June 23, 2015

REVISED:

107-AR-0. PROPOSAL FOR PLANNED INSTRUCTION

When an addition or revision to the district's planned instruction is recommended by an individual employee or group of professional employees in a grade or department, a written proposal will be submitted on the district form to the Superintendent.

The written proposal will contain the following information regarding the proposed planned instruction:

1. Description and content, including the instructional method when it differs significantly from traditional methods and is an integral part of the instruction.
2. Applicability to students and a description of the group of students affected.
3. Rationale in terms of district objectives and academic standards, and justification when it will replace or alter an existing course of planned instruction.
4. Resources that its implementation will require, to include textbooks, materials, technology, personnel, and equipment, including estimated costs.
5. Assessment and evaluation methods to be used to monitor and measure its effectiveness and impact on student achievement.
6. Developmental history, with data on its use elsewhere when available.

The Superintendent will coordinate selection of a Review Committee, which will include appropriate administrators and teacher representatives. The Review Committee will review the proposal and will recommend one (1) of the following:

1. Approval of the proposal.
2. Approval of the proposal, contingent upon recommended revisions being made.
3. Disapproval of the proposal, citing reasons.

The Board will make the final determination of approval or disapproval of the proposal for adding or revising planned instruction.

If approved by the Board, the designated employees will prepare a guide for planned instruction, using the district's format, in accordance with Board policy and administrative regulations.

Upon Board approval, new courses will be added to, and deleted courses will be removed from, the district's program of planned instruction and the information provided to staff, students and parents/guardians.

Teachers will reference the timeline put forward by the Director of Teaching and Learning.

**Memo Template for New Course/Dropped Course
Approval**

Use this template to complete a request for Board approval for a new course or dropped course. Respond to all text in **blue**. For a new course, respond to all text in **green**. For a dropped course, respond to all text in **red**.

A committee of teachers is requesting Board approval for

Proposed Course Title:

Include course title as it would appear in the Program of Studies.

Subject:

Include the subject area to which the course would be assigned.

Grade:

Include the grade level.

Level:

Include the academic level for the course.

Purpose for the New Course/Dropped Course:

Describe the purpose for the new course or dropped course. For a new course, this may include curriculum alignment, student need/interest, acceleration or remediation, programmatic sequencing, and/or a change in PA standards or College Board availability. For a dropped course, this may include a drop in enrollment, lack of student interest, and/or other course development/proposals.

Course Description:

Describe the key units of instruction that include key concepts, content, and skills aligned to PA and/or national standards.

Anticipated Curriculum Development Plan:

Include of detailed plan for curriculum development that includes the creation of curriculum course documents containing units of study, instructional methodologies, instructional resources, and assessments.

Anticipated Resource Needs:

Include a description of instructional resources needed to offer the course. This may include textbook selection, instructional resource selection, and technology.

Student Learning Impact:

For a dropped course, describe the other course options available to students to fulfill their academic program/credits. For a new course, describe the intended outcomes for student achievement and academic growth.