

PALISADES SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 1, 2014

No. 106 AR-GUIDES FOR PLANNED INSTRUCTION

1. Planned course statements for all district courses will be developed in accordance with policy 106 and available for parents, guardians, students, or members of the public to download and view at all times via the district website.
2. Planned course statements will include, at a minimum, the following items:
 - Length of time
 - Grade Level
 - Course Title
 - Standards
 - Performance Assessments
 - Course description
 - Titles of Units
 - Sample Instructional Strategies
 - Texts/Materials
 - Methods of Assistance and Enrichment
 - Portfolio Development
 - Methods of Evaluation
 - Integrated Activities
3. The Director of Curriculum will ensure that all Planned Course Statements are systematically reviewed and revised as part of the five-year review process outlined in policy 105. Planned course statements may be revised more frequently if deemed necessary.
4. Revised or new Planned Course Statements will be completed by teachers under the guidance of the Department Chair and the supervision of the Director of Curriculum, vetted by the Education Programs and Services Committee of the Board, and approved by the full Board of School Directors.
5. Minor changes to Planned Course Statements will be completed under the supervision of the Director of Curriculum, but will not require Board approval. Changes considered minor are those that do not necessitate a change in the primary course textbook, course objectives, or related standards.
6. Adherence to written Planned Course Statements will be monitored by the Building Principal through the supervision & evaluation process.