

PALISADES SCHOOL DISTRICT

AR No. 107

ADMINISTRATIVE REGULATION

APPROVED: July 1, 2014

No. 107-AR -ADOPTION OF PLANNED INSTRUCTION

1. Procedures for the development, revision and approval of planned instruction are outlined in Board Policy 105 and 106, and in the accompanying administrative regulations.

Specific Guidelines for Online Courses:

In order to ensure that curriculum, assessments, and instruction provided to students in online courses are consistent with that delivered in the traditional classroom environment, the following regulations shall be followed:

Notice of Assignment:

- 1 – As much notice of assignment as possible will be given to teachers who will be teaching an online course as a new preparation.
- 2 – When an online course must be offered, the Building Principal will first try to assign a teacher with experience teaching that course in a face-to-face environment. Only when an experienced teacher is not available will a properly certified teacher who has not previously taught the course be assigned.

Building/Modifying Courses:

- 1 – Teachers will build their online courses using the Blended Schools Marketplace content repository. It is expected that the course be aligned to the written Planned Course Statement, as well as the course being taught in the face-to-face classrooms, to the maximum extent possible given the modality of instruction.
- 2 – When an entire course is pulled into the Palisades Blackboard system from the Blended Schools Marketplace, the Department Head and Director of Online Learning will examine the course in detail together and provide instructions to the teacher regarding areas of the course must be modified in order to align with the Planned Course Statement and face-to-face instruction.

Professional Development/Support:

- 1 – Teachers will be provided with both face-to-face and online professional development opportunities prior to and while teaching their online course, both during scheduled professional development days and optionally over the summer.

2 - If an individual teacher's needs are not met by available opportunities, the teacher will communicate his or her needs in writing to the Director of Online Learning and Director of Curriculum, who will promptly provide the necessary resources and assistance.

3 – At least once annually, the Director of Curriculum will survey all teachers of online courses to determine professional development needs, and incorporate the results of the survey into professional development session planning.

Review of Courses/Evaluation of Online Instruction:

1 - Twice each year, the Department Head will meet with each teacher in his or her department who teaches an online course to view the course content and materials and ensure that they are aligned to the Planned Course Statement and face-to-face instruction. Any concerns that arise will be promptly discussed with the online teacher and Director of Curriculum.

2 – Once each year, the Director of Online Learning and Director of Curriculum will examine each online course in detail and, using an established rubric, provide feedback to the online teacher with regards to instructional strategies and multi-media apps and resources.