

Instruction

CURRICULUM DEVELOPMENT AND EVALUATION POLICY & PROCEDURES

Please make sure that you've completed all of the following steps for New/Revised Courses. Failure to do so will result in your new/revised course not being approved.

- ~~Course proposal was presented at site PLC Subject Department meeting(s).~~
- ~~Completed Course Development Approval Form~~
 - ~~Signed off by all sites department leads~~
 - ~~All sites that teach this course **MUST** sign off on this form.~~
- ~~Completed New/Revised Course Instructional Guideline Form~~
- ~~Forms submitted to Educational Services for review and recommendation~~

ONLY proceed if your course was recommended by approval from both the Assistant Superintendent of Educational Services and by the Director of Curriculum and Instruction.

- ~~Complete Course of Study form in its entirety.~~
 - ~~Pre/Co Requisites~~
 - ~~Brief Course Description (at least one paragraph but no more than two) in addition to:~~
 - ~~If revised, what specifically was changed to reflect the revision?~~
 - ~~Purpose~~
 - ~~Outline~~
 - ~~Writing Assignments~~
 - ~~Textbook/Instructional Materials~~
 - ~~Instructional Material Adoption form needs to be completed and submitted along with a copy of physical materials.~~
 - ~~Cost of materials per student, including texts, consumables, and other materials or resources.~~
 - ~~Key Assignments~~
 - ~~Instructional Methods/Strategies~~
 - ~~Assessment Methods and/or Tools~~
 - ~~Course Pacing Guide~~
 - ~~Honors Course Differential (optional)~~
 - ~~Course Background Information (optional)~~
- ~~SAC (Subject Area Council) Meeting 1st Read~~
- ~~All Sites take back to subject department PLC's~~
- ~~SAC (Subject Area Council) Meeting 2nd Read~~
 - ~~Only if all site concerns have been resolved and continued review by sites is no longer needed.~~

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~~If the course was approved at the second SAC (Subject Area Council) meeting, please proceed. If not, please stop here.~~

- ~~● EPC (Educational Planning Council) 1st Read~~
 - ~~○ Copy of Course of Study with editing rights was shared with the EPC (Educational Planning Council) Recorder for Agenda~~
 - ~~○ Course presented by instructor(s) who created/revised course.~~
 - ~~Detailed in:~~
 - ~~○ Physical copies of instructional materials reviewed~~
 - ~~○ Online instructional materials presented~~
 - ~~○ Description of other costs and purpose of cost(s) presented~~

~~**If course was revised but instructional materials were NOT changed, 2nd reading may be waived. Otherwise the course will need two readings so materials can be discussed at school sites prior to second reading.**~~

- ~~● EPC (Educational Planning Council) for Action~~
 - ~~○ Motion and Seconded to:~~
 - ~~○ Discuss:~~
 - ~~○ If no further action is needed and the motion is on the floor the course will then be voted upon.~~

~~If course is approved by unanimous decision it will move forward to the Perris Union High School District's Board for two readings.~~

- ~~● Submitted to Perris Union High School District Board Agenda as an informational item for review. (1st read)~~
- ~~● If course is to be A G approved, it is to be submitted by the course submitter at this time.~~
- ~~● Submitted to Perris Union High School District Board Agenda as an action item for approval. (2nd read)~~

~~If the course was approved by the Perris Union High School District then the school administrators may decide if they wish to teach that class. If they wish to add the course to their master schedule it is the school's responsibility to purchase textbooks and instructional materials, unless it was a district wide adoption.~~

Exhibit

approved: June 15, 2016

Exhibit Deleted: November 15, 2017 (Pending Board Approval)

PERRIS UNION HIGH SCHOOL DISTRICT

Perris, California