

Greater Albany SD 8J

Code: IF-AR(1)
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Orig. Code: AR 6104

Planned Course Statement

The following procedure will be used when new courses are proposed in the secondary schools of the district:

1. A Planned Course Statement will be completed by departments and submitted.
2. If it is a course taught at more than once school, a single Planned Course Statement is developed and submitted.
3. Determining the addressed standards and goals of the proposed course:
 - a. If it is a course within a current program (English, Social Studies, Math, etc.) where standards are to be selected from those adopted by the district. Please list appropriate content and essential skill standards;
 - b. If it is a course where adopted standards do not exist, then you must consider using national or industry standards to construct your own goals including applicable content standards or essential skill standards.
4. Write a brief course description that can be read by fellow teachers, parents or guardians¹ and students.
5. List any specialized or extra materials and supplies which would be required in order to offer this course;
6. Fill in the top of the form with the required data. (Name and length of course, grade level, etc.);
7. Submit the course to the building administrator responsible for the curriculum;
8. The administrator will take your proposed course to the appropriate building-level committee (department, Curriculum Council, administrative team, etc.) for consideration. The group may accept or reject the proposal or may ask for modifications;
9. Upon approval from the building committee, the new course proposal is forwarded to the Assistant Superintendent for review and final approval.

Calendar for Adding New Courses

New courses should be proposed, approved by the building committee and receive final approval from the Assistant Superintendent by February 15th included in the curriculum guides printed and distributed by each high school.

¹ As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581.015-0005(18).