SHORELINE
PUBLIC SCHOOLS

PACT INSTRUCTION

Development and Review of Programs and Courses

PROGRAM/COURSE APPROVAL PROCESS:

Prior to beginning completion of the "New/Revised Course Offering" form, the teacher, principal or administrator who is interested in initiating a new program or course or a title change must first check with the Teaching and Learning office to determine if there is a course description and/or course code by the same already on record. The superintendent/designee shall appoint an instructional administrator to implement the following steps:

1. Initiator (teacher or administrator) completes the New/Revised Course/Program Offering form and develops course syllabus.
    - ***For removal of a course***: *In addition* to the top portion and obtaining all required signatures, only section #1 and #3 need to be completed.
2. Initiator discusses course/program proposal with appropriate directors and instructional specialists. The Director signs form.
3. Departments at each affected school discuss and give input. Department heads from each school sign form acknowledging discussion and give summary of input.
4. Building leadership teams (including department chairs, counselor, assistant principal and principal) at each school discuss and give input. Principal provides notes of building team discussion.
5. Initiator submits the completed New/Revised Course/Program Offering form to the secretary of the Program Alignment and Coherence Team (PACT). Signatures on the form signify that steps two through four have been followed. The signatures do not necessarily reflect approval by all groups.
6. The Program Alignment and Coherence Team (PACT) reviews the input from departments and building leadership teams and makes a recommendation.
7. The chair of PACT shall take the recommendation to the Superintendent Staff for decision to pilot the course.
8. After one year, if the pilot program has been evaluated by PACT and deemed successful, the Director of Teaching and Learning shall make a proposal for Board of Directors' approval (See #2120F-C, Development and Review of Programs and Course, Pilot Course/Program Evaluation; and #2120F-D, Development and Review of Programs and Course, Student Input Form.)

Note: A course approved by the Superintendent's Staff will be offered in the common registration guide for student registration. The decision to run an approved course is based on student enrollment and staffing considerations.

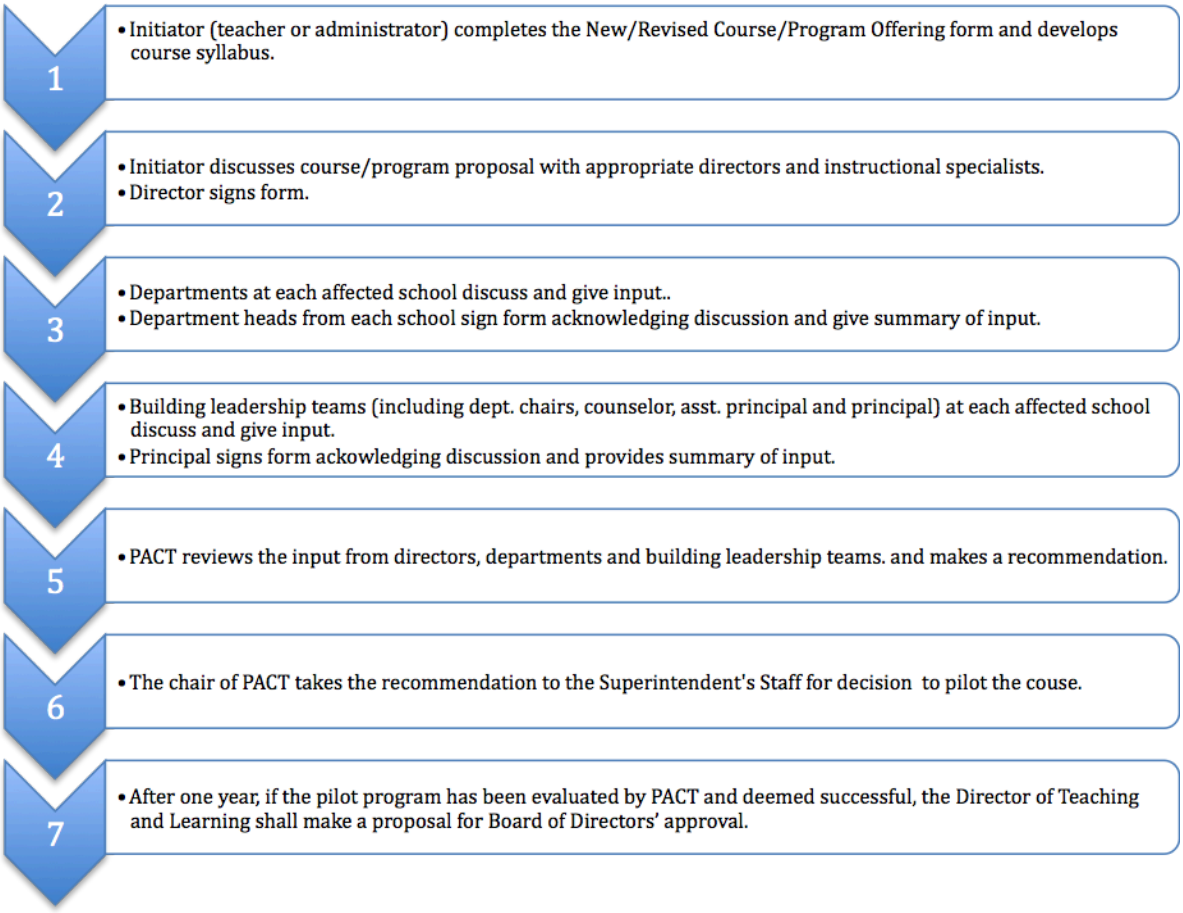
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August 5, 2002
October 1, 2001

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The process described above shall follow this flow chart.

PROGRAM REVIEW FLOW CHART



PACT MEMBERS:

Central office instructional administrators
7-12 principals
Content instructional specialist or content area teacher as appropriate
Counselor representative from each high school
SEA representative

Submitted

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August 5, 2002
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