

Lower Merion School District

Policy No.:	106
Section:	PROGRAMS
Title:	ADOPTION OF COURSES OF STUDY
Date Adopted:	7/25/88
Date Last Revised:	6/10/13

106 ADOPTION OF COURSES OF STUDY

The Board enacts this policy to specify the process for the adoption, deletion and revision of the courses of study that will be taught in the schools.

A "course of study" is a planned course or a series of planned courses that are designed to teach specific knowledge, skills, and behaviors in a systematic and cumulative manner. Planned courses consist of the learning objectives, content, allocated time for instruction, expected levels of achievement and procedures for evaluation.

Each year, the Board of School Directors shall adopt alterations to the courses of study which shall be offered in the schools during the following school year pursuant to the timeline established in the accompanying Administrative Regulation.

- A. The Superintendent is responsible for the continuous evaluation of the efficacy of courses of study and shall recommend to the Board the addition, deletion or revision of planned courses. The members of the teaching and administrative staffs shall participate in the evaluation of courses of study and the preparation of planned courses.
- B. The Superintendent's recommendations shall include the following information about a proposed course of study:
 1. Its applicability to students and an enumeration of those groups of students to be affected by it;
 2. Its description and content, including the instructional method, where such method departs significantly from the traditional, and is an integral part of the course of study;
 3. Its rationale in terms of the educational goals and justification, especially when it is proposed to take the place of an existing course of study;
 4. The resources that will be required to implement the new course, including textbooks, materials, equipment and personnel;
 5. The evaluative methods and standards by which its efficacy will be monitored and measured; and
 6. Its development history with information, if available, as to its use elsewhere.

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- C. The Superintendent shall maintain a current description of the approved courses of study identified by titles and containing the information specified in Section B.4 above, where applicable.

- D. Nothing in this Policy is intended to obligate the District to maintain a particular course of study from year to year. Alterations to list of approved courses of study are approved annually by the Board and are subject to change at the Board's sole discretion due to enrollment or other factors.