

# *Curriculum and Assessment*

*APPENDIX*



## Table of Contents

Proposal to Add New Course Not Included in Curriculum

## Proposal to Add New Course Not Included in Curriculum Revision

Due May 1 for Course Offering a Year from the Upcoming Fall Semester

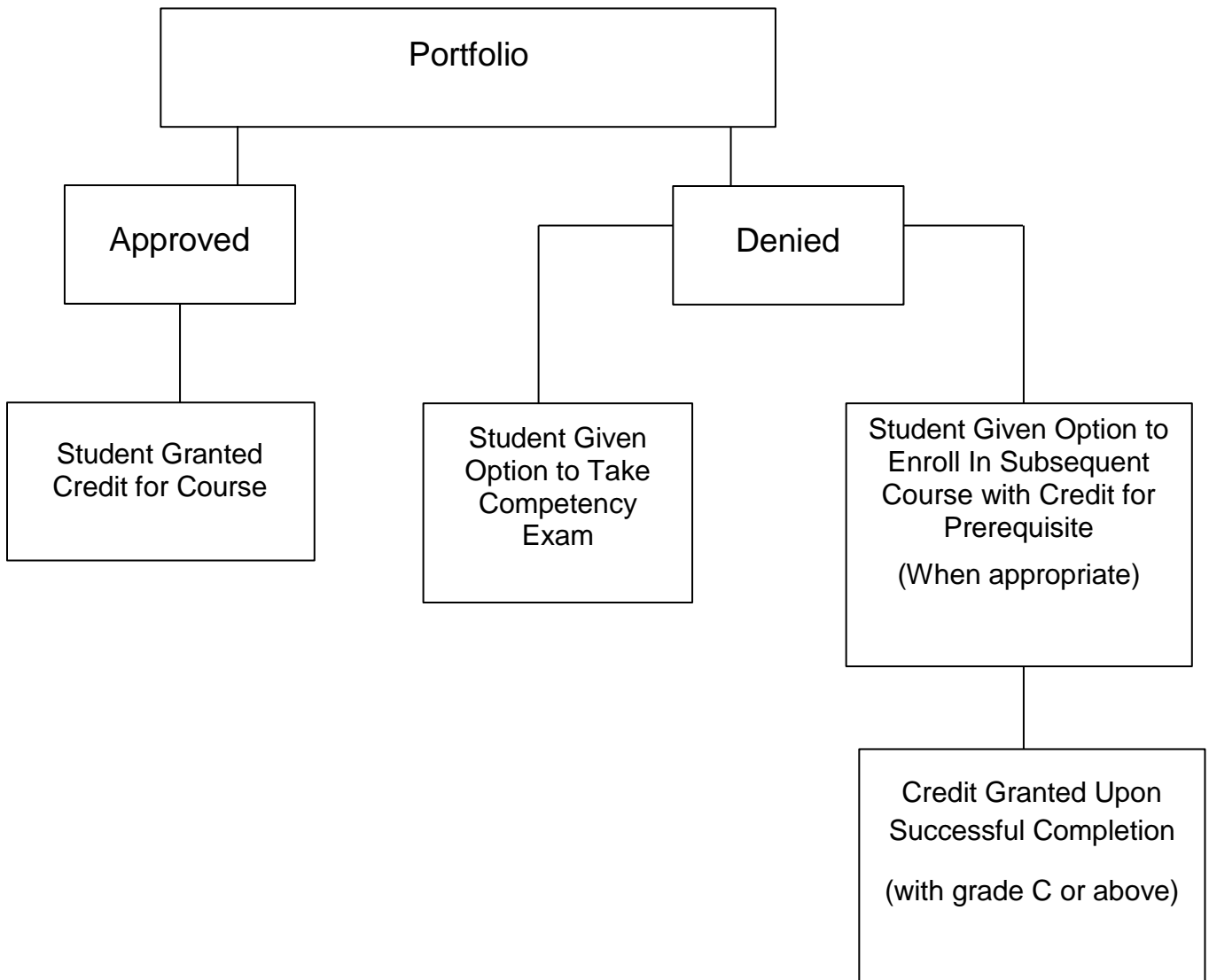
The District's High School Course Catalogue includes course descriptions as approved by the Board of Education through its curriculum approval process. A proposal to add a new course not included in the District's curriculum revision process must adhere to the following process guidelines.

- x Proposal for any new course, not included in Curriculum Revision, should be submitted to the curriculum coordinator by May 1 of the year prior to submitting to Course Description Book. (see [page 5](#) for proposal form)
- x The coordinator, along with appropriate teacher(s), will review the proposal and communicate approval or denial by June 1.
- x Course curriculum should be written and submitted for approval by October 1.
  - o Curriculum documents should contain the 5 essential components as well as a course description:
    - f Clear and specific measurable learning objectives (also MLOs)
    - f Assessments that includes classroom, interim, and summative assessments keyed to each objective appropriate for both formative (FOR learning) and summative (OF learning) purposes, including exemplars of student mastery
    - f Delineation of prerequisite essential skills, knowledge required prior to taking the course
    - f Instructional tools and resources
    - f Instructional approaches for classroom use such as model lessons and instructional strategies



Proposal to Add New Course Not Included in Curriculum Review: Checklist  
(Due May 1 for Course Offering a Year from the

# Process for Granting Home School Credit



# Structure for Granting Credit for Home Schooling Portfolios

For Portfolios that are for credit for specific courses (e.g. Algebra 2, World History):

Compare portfolio to the major objectives or big ideas of the course. (e.g. Algebra 2, World History)





Chart to Track State Requirements for Home School Credit

Submitted				ate Requirements
Yes	No	Yes	No	s
Yes	No	Yes	No	Log of Hours S
Yes	No	Yes	No	Student Progre







## Selection and Reconsideration of Materials for Instructional Media Centers / School Libraries

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The Columbia Public School District will obtain materials for the Co and Reia





## Request for Reconsideration of Materials

Title

Book

Periodical

Media

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