

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 107.2

Section PROGRAMS

Title COURSE SYLLABI

Adopted AUGUST 21, 1989

Revised APRIL 18, 2017;
FEBRUARY 16, 1998

POLICY NO. 107.2 COURSE SYLLABI	
Section 1	<p><u>Purpose</u></p> <p>A syllabus shall be prepared for each course of study adopted by the Board in order to direct and assist the professional staff, the students and parents/guardians toward the attainment of objectives sought by that course of study.</p>
Section 2	<p><u>Guidelines</u></p> <p>Each course syllabus shall contain, as appropriate to the course of study:</p> <ol style="list-style-type: none"> a. A written statement of goals to be achieved by students. b. Overview of significant instructional units and/or projects. c. Supplies/materials needed, including name of any textbook(s). d. Homework expectations. e. Special experiences, such as field trips. f. Procedures for student assessment. g. Teacher contact information. h. District's mission statement.

**POLICY NO. 107.2
COURSE SYLLABI**

Each course syllabus shall be construed as providing a basic framework for the course of study. Within this framework, each teacher shall follow the course syllabus to best meet the needs of students as designed.

All course syllabi must be completed by the last inservice day prior to the first day of school and submitted to the Director of Curriculum, Instruction, Assessment, and Staff Development.

Section 3

Delegation of Responsibility

The Superintendent or designee shall facilitate the preparation of course syllabi by teachers and shall develop a plan for such preparation which includes:

- a. The participation of appropriate staff members and resource personnel.
- b. Continuing research in instructional methods, materials, activities and state and national standards.
- c. Systematic review of all syllabi to ensure their continuing usefulness in achieving established goals.
- d. A system of administrative review to ensure that syllabi are being followed by teaching staff members to the degree of conformity desired.

Copies of all current syllabi shall be kept electronically by the Director of Curriculum, Instruction, Assessment, and Staff Development and on the district website.