

Procedure for Writing Curriculum/Planned Course Outline

1. The teacher who is writing curriculum meets with Assistant Superintendent to approve the writing of the Planned Course Outline (PCO).
2. The Assistant Superintendent and curriculum writer sign the top portion of the “*Compensation for Work Beyond School Day/Year*” form. The Assistant Superintendent will keep a copy and the curriculum writer will keep the original.
3. The curriculum writer will:
 - a. write the curriculum (PCO);
 - b. share the curriculum (PCO) with grade level/department chair;
 - c. get the grade level/department chair’s signature on the signature page;
 - d. submit the Planned Course Outline(PCO) to Assistant Superintendent;
 - e. send a paper copy of the Planned Course Outline (PCO), and an electronic copy to the Assistant Superintendent’s Secretary.
4. The Assistant Superintendent presents the curriculum (PCO) to the Oley Valley School Board Curriculum Committee.
5. The curriculum (PCO) will be available in the Board Room for a 30-day review.
6. The curriculum (PCO) will be adopted upon approval at a scheduled Oley Valley School Board meeting.
7. The Assistant Superintendent’s office will notify the curriculum writer, in writing, of the Oley Valley School Board and Assistant Superintendent’s approval of the curriculum (PCO).
8. The curriculum writer will sign the bottom portion of the “*Compensation for Work Beyond School Day/Year*” form and submit it to the Assistant Superintendent for signing.
9. The “*Compensation for Work Beyond School Day/Year*” form will be submitted to the Business Office for payment.