



Administrative Regulation 6120 INSTRUCTIONAL PLANS

Responsible Office: Office of Academics

PURPOSE

This administrative regulation establishes the protocols for creating instructional plans and guidelines for instructional design by faculty in the Washoe County School District ("District" or "WCSD").

REGULATION

1. The Nevada Academic Content Standards (NVACS) serve as the foundation for instruction for each teacher.
 - a. Guiding documents such as curriculum guides, pacing frameworks, instructional frameworks or other course specific support documents are aligned to grade level standards and will be utilized when available (referred to as "curricular tools" in this document).
 - b. Teachers shall develop instructional plans consistent with curricular tools, if available, and instructional requirements as specified by the Department of Curriculum and Instruction. The integration of professional practice with instructional plans is the responsibility of the teacher and shall be consistent with research-based teaching techniques and principles of learning. Instructional plans align with curricular tools and provide a cohesive learning trajectory for student access to grade level standards.
 - c. Teachers are responsible for developing and maintaining instructional plans and records.
2. The initial requirement in instructional planning is to develop alignment with District provided curricular tools, if available, for the semester or year when available or to develop this plan when not available. Daily, weekly or unit plans are to be developed from the long-range instructional plan and incorporate District provided curricular tools, if available.
 - a. Designing coherent instruction is the heart of planning, reflecting the teacher's knowledge of content and the students in the class, the intended outcomes of instruction, and the available resources. Such planning requires educators to have a clear understanding of the state, District, and school expectations for student learning, and the skill to translate these into a coherent plan.
 - b. Draft plans for daily instruction shall be prepared at least one (1) week in advance. Lesson and/or unit plans should include the following:

- i. A statement of applicable grade-level Nevada Academic Content Standards (NVACS).
 - ii. A statement of the objective(s) in terms of concepts, skills, 21st Century employability skills, and student behaviors designed from the Nevada Academic Content Standards (NVACS) and District provided curricular tools, if available.
 - iii. A brief description of the lesson, learning activity(ies) and necessary resources, including any online educational services to be used by students."
 - iv. An indication of the student grouping patterns, student centered collaborative interactions, and independent activities when applicable.
 - v. A description of the formative assessment process incorporated throughout instruction.
 - vi. Other components as specified by the administrator of that particular school.
 - vii. Print or digital formats are acceptable as long as plans may be accessed by the site administrator or others requiring access.
3. A teacher's instructional plans may be requested for review at any time by his/her site administrator(s).
4. Teachers shall utilize evidence-based teaching strategies appropriate to the needs and abilities of students, and informed by the grade level Nevada Academic Content Standards (NVACS) and District provided curricular tools, if available, in evidence based practice.
 - a. Learning opportunities and interactions are planned to be learner responsive and address the needs of all learners through the use of a variety modalities.
 - b. Teachers will use effective classroom management strategies in order to provide a classroom environment that promotes the learning of all students and attend to students social emotional learning needs. Teachers will be provided support from site administrators maintaining a safe classroom environment.

- c. Students will regularly experience 21st Century employability skills through purposeful instructional design focused on collaboration, knowledge construction, real-world problem solving and innovation. Students will also make use of technology for learning, self-regulation, and skilled communication while incorporating academic argument, critical reasoning, dialogue and debate as outlined by the Nevada Academic Content Standards (NVACS).
 - d. To the extent possible, learning opportunities and interactions will incorporate direct student use of technology to support curriculum and 21st Century employability skills.
 - e. Students will benefit from curriculum and instruction where teachers regularly access differentiated support and professional learning from WCSD department staff such as content area specialists, 21st Century Learning Specialists and other Teachers on Special Assignment.
5. The WCSD teacher evaluation rubric/teacher performance standards outline performance expectations for effective instruction.
6. In the event of an unforeseen absence, emergency lesson plans should be created for a substitute teacher. These lesson plans should be stored in a location that can be accessed by the principal or the office staff.
7. When school is cancelled for inclement weather for Incline Schools, the following plan is in place:
 - a. Teachers will have email groups ready for their classes or an approved means of communications with families.
 - b. Teachers will create snow day lesson plans that can be completed through distance or using approved digital applications without using the physical textbook.
 - c. Teachers will be available to students at least twice during the snow day work day to answer questions if a student is having trouble with the lesson. Teachers can be available through email or by using an approved digital application for communication with students.
 - d. Teachers will also submit a lesson such as an emergency sub lesson that can be used in case the teacher is sick or has electricity or connectivity issues due to the storm.

DESIRED OUTCOMES

1. Through this administrative regulation, the District seeks to:
 - a. Provide high quality, aligned, coherent learning experiences with high expectations for all students within the system to ensure that at a minimum students meet grade level standards as outlined by the Nevada Academic Content Standards (NVACS), and develop 21st Century employability skills.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 6605, Academics: Curriculum and Content Standards
 - b. Administrative Regulation 4116.1, Teacher Responsibilities and Duties

REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
09/22/1992	1.0	Adopted
3/13/2018	2.0	Revised